

The [FFCRA Emergency Paid Sick Leave form](#) has been updated as of 5/1/2020 with new required information provided by the U.S. Department of Labor Wage and Hour Division. The FFCRA leave form is to be filled out and submitted for processing for any employee who is [not able to telework, employed 30 days or more, and meets one of the checked box criteria](#) (see attached form). Effective immediately:

FFCRA Emergency Paid Sick Leave form with an updated date of 05/01/2020 is the only form to be submitted for COVID-19 leave. New requirements **must be completed** for any employee using **reason #5 (child care)**. **These requirements are now listed on the updated form.**

FFCRA leave will be automatically noted with an end date of June 1, 2020 (unless noted otherwise by medical documentation).

Should the employee be required to return earlier than June 1, 2020, the employee on FFCRA will be taken off of leave and returned to work.

All employees on FFCRA leave **will be paid at 100% during their leave. Form must be submitted to HR and processed for the employee to be paid.**

Employees on an approved FFCRA leave shall not be disciplined.

FFCRA leave process is as follows:

Employee contacts the school site to inform administrator that they are looking to take a FFCRA leave.

Employee fills out FFCRA leave form and submits it to site secretary/administrator (the forms were sent to all employees and are on the District website – site is to provide if needed).

Site secretary will submit the FFCRA leave form to HR Department Rep. HR Department Rep will review FFCRA leave form for approval.

Documentation for reason #5 child care must be completed or the leave will be denied. **(NEW)**

HR Department Rep will **notify the employee and school site** of FFCRA leave approval or denial.

HR Department Rep will process the requested FFCRA Leave.

What if employee is out and has not filled out the FFCRA leave form?

Site is to contact the employee and explain process – **without the form submitted the employee will not be paid.**