

# Important Update on FFCRA Sick Leave Process

June 1, 2020

## FFCRA Paid Sick Leave Form

The FFCRA Emergency Paid Sick Leave form has been updated as of 06/01/2020 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 06/01/2020 is the only form to be submitted for COVID-19 leave.
- Only employees who are currently working are eligible for FFCRA leave.
- FFCRA leave will be **paid for 10 work days for criteria 1-4. (NEW)**
- FFCRA leave will be **paid for 10 weeks for criteria 5 (NEW)**
- FFCRA leave for **criteria 4 and 5 will be paid at two-thirds of the employee's daily rate. (NEW)**
- Following the maximum time for paid FFCRA leave, an employee will be required to use their own accrued time if they want/need additional time for leave.
- 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 are on the District website and site is to provide to the employee 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 if required must be submitted** or the leave will be denied.
- HR Department Rep will **notify school site** of FFCRA leave approval or denial.
- **Site will communicate with employee** the status of 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.**