



Families First Coronavirus Response Act (FFCRA) Leave Request

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020, through Dec. 31, 2020.

Name: Employee ID:
Agency/agency #: Division:
Absence start date: Estimated end date:

I attest that I require leave for the following reason(s) (check all that apply) and understand that reasonable supporting documentation may be required by my employer to determine eligibility:

- 1. I am subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. I have been advised by a health care provider to self-quarantine related to COVID-19.
3. I am experiencing COVID-19 symptoms and am seeking a medical diagnosis.
4. I am caring for an individual subject to an order described in (1) or self-quarantined as described in (2).
5. I am caring for my child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons. (Please check the applicable boxes below).
I have been employed for at least 30 days. I elect to use unpaid leave for first 10 days.
I am unable to work or telework. I elect to use accrued leave for first 10 days.
I elect to use emergency sick leave for first 10 days.
6. I am experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Employee Signature Date

Agency verification and approval

- Employee is eligible for up to 80 hours of paid sick leave (prorated for part-time employees). For reasons 1-3, paid sick time is capped at \$511 per day and \$5,110 in the aggregate. For reasons 4 and 6, paid sick time is capped at \$200 per day and \$2,000 in the aggregate and limited to two-thirds of the employee's regular rate of pay.
Employee is eligible for up to 12 weeks of expanded FMLA leave, under reason 5 above. The first 10 days may be unpaid or employee may use accrued paid leave or emergency sick leave. Remaining leave time is at two-thirds of the regular rate of pay, capped at \$200 per day and \$10,000 in the aggregate.

Agency Verifying Official Signature Date