

## Families First Coronavirus Response Act (FFCRA) Procedures

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their 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 December 31, 2020.

### PAID LEAVE ENTITLEMENTS:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- 2/3 for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

### The following are examples of situations that qualify for FFCRA leave due to school/daycare closures in reason 5:

1. Child's school or daycare is closed and/or learning is virtual (not by parent choice).
2. Child's school will have a hybrid schedule with both virtual, in-home learning and in-person learning in the school - FFCRA leave would apply on the days the child does not have in-person learning at the school.

### FFCRA LEAVE PROCEDURE:

1. Complete FFCRA Leave Request Form and send to Riley Myers. [rmyers@e-marshall.k12.ia.us](mailto:rmyers@e-marshall.k12.ia.us)
2. Form will be reviewed to determine if employee qualifies for FFCRA leave.
3. If approved, employee will be paid pursuant to FFCRA and options selected below.
4. Once FFCRA leave is exhausted or the max has been met, employee can use qualifying accrued leave and/or vacation.

# Families First Coronavirus Response Act (FFCRA) Leave Request Form

Employee Name \_\_\_\_\_

Department \_\_\_\_\_ Title \_\_\_\_\_

Supervisor \_\_\_\_\_ Hire Date \_\_\_\_\_

**Employee status:**

- Full-Time Licensed                       Other Full-Time
- Part-Time Licensed                       Other Part-Time

**Please check the circumstance resulting in the need for your request:**

- (1) I am subject to a Federal, State or local quarantine or isolation order related to COVID-19 *(at 100% of pay)*.
- (2) I have been advised by a health care provider to self-quarantine related to COVID-19 *(at 100% of pay)*.
- (3) I am experiencing COVID-19 symptoms and am seeking a medical diagnosis *(at 100% of pay)*.
- (4) I am caring for an individual subject to a Federal State or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine related to COVID-19 *(at 2/3 of pay)*.
- (5) I am caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons *(at 2/3 of pay)*. See below for additional questions.
- (6) I am experiencing another substantially-similar condition specified by the U.S. Department of Health and Human Services as explained here: *(at 2/3 of pay)*:

\_\_\_\_\_

\_\_\_\_\_

Please list the specific dates in which you will be or were unable to work due to the circumstances noted above: (example: Monday, 4/20/2020, Tuesday, 4/21/2020, etc.). Advance notice should be provided whenever reasonably possible and if advance notice is not possible, notice should be provided the next working day after leave is taken.

Date	Scheduled Hours	Date	Scheduled Hours

**Based upon the reason selected above, please complete the following steps:**

**Reasons 1-3:**

1. Complete FFCRA Leave Request Form
2. Provide medical documentation from a health care provider or a copy of the applicable quarantine order (Reasons 1-2). Provide date of medical or test appointment (Reason 3).
3. Submit information to Business Manager

**Reason 4, 6:**

1. Complete FFCRA Leave Request Form
2. Provide name of individual requiring your care. The individual must be an immediate family member or resident of your home.
3. Please answer the questions below:

**Name of Individual Requiring Care:** \_\_\_\_\_

**Leave for the first two weeks is paid out at 2/3 rate of pay or you may opt to supplement, or use accrued personal sick leave to receive full pay for two weeks.**

- I wish to receive 2/3 pay and not use accrued personal sick leave.
- I wish to receive 2/3 pay and use accrued personal sick leave to supplement my pay to 100% (26 hours will be deducted from your leave bank for full time employees; part-time employees should consult Riley Myers/Tony Ryan to determine how many hours will be used).
- I wish to use accrued personal sick leave only (80 hours will be deducted from your leave bank for full time employees; part-time employees should consult Riley Myers/Tony Ryan to determine how many hours will be used).

4. Provide medical documentation from a health care provider.
5. Submit information to Business Manager

**Reason 5:**

If your request is related to caring for a child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, you can request up to 10 additional weeks of paid sick leave.

1. Complete the FFCRA Leave Request Form.
2. Please answer the questions below:

**Name of Child(ren):** \_\_\_\_\_

**School:** \_\_\_\_\_

**School District:** \_\_\_\_\_

**I certify that there is no other suitable option to care for my child.** \_\_\_\_\_ Yes

**Leave for the first two weeks may be taken unpaid, paid out at 2/3 rate of pay, or you may opt to supplement or use accrued personal sick leave to receive full pay the first two weeks.**

- I wish to receive 2/3 pay and not use accrued personal sick leave.
- I wish to receive 2/3 pay and use accrued personal sick leave to supplement my pay to 100% (26 hours will be deducted from your leave bank for full time employees; part-time employees should consult Riley Myers/Tony Ryan to determine how many hours will be used).
- I wish to use accrued personal sick leave only (80 hours will be deducted from your leave bank for full time employees; part-time employees should consult Riley Myers/Tony Ryan to determine how many hours will be used).
- I wish to take the first two weeks of Expanded FMLA leave unpaid and not use accrued personal sick leave.

**Note: If you have already used two weeks of leave under the FFCRA for another qualifying reason, you may only use accrued personal sick leave or unpaid leave for the first two weeks of Expanded FMLA leave. The remaining 10 weeks is paid out at 2/3 of pay; other existing forms of applicable leave may be required to be taken concurrently – that time will be paid according to existing FMLA policy and/or paid sick or personal leave policies.**

3. Submit information to Business Manager, Riley Myers.

**Note:** You may take a total of 12 work weeks for FMLA or expanded family and medical leave during a 12-month period. If you have taken some, but not all of the 12 work weeks during the current 12-month period, determined by your employer, you may take the remaining portion of leave available. If you have already taken 12 work weeks of FMLA leave during this 12-month period, you may not take additional expanded family and medical leave.

### **Employee Acknowledgement**

I hereby certify that the information given above is true and correct to the best of my knowledge. I understand that misrepresentation and/or omission of the reason for leave or any of the facts supporting the need for leave will result in denial of the leave and disciplinary action up to and including termination of employment. I understand I will be required to provide documentation to support the reason for my paid leave as requested and my request will be evaluated by District Administration.

---

***Employee Signature***

Date

**Please return completed form and accompanying medical information to Riley Myers. [rmyers@e-marshall.k12.ia.us](mailto:rmyers@e-marshall.k12.ia.us)**

### FFCRA COVID-19 Paid Leave Guide for Full-Time Employees

(1)	(2)	(3)	(4)	(5)	(6)
<b>Employee quarantined by federal, state or local quarantine related to COVID-19</b>	<b>Health Care Provider recommends self-quarantine due to COVID-19</b>	<b>Employee has COVID-19 symptoms &amp; seeks diagnosis</b>	<b>Employee is caring for someone who is quarantined by federal, state or local gov. or Dr. recommended quarantine due to COVID-19</b>	<b>Employee caring for child due to school or daycare closure due to COVID-19 reasons</b>	<b>Has substantially similar condition as COVID-19 that has been specified by Sec. Health and Human Services</b>
Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)	Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)	Two weeks (80 hours) PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)
After aggregate \$5,110 reached, go to applicable leave banks	After aggregate \$5,110 reached, go to applicable leave banks	After aggregate \$5110 reached, go to applicable leave banks	After aggregate \$2,000 reached, go to applicable leave banks	[1]Up to an additional 10 weeks PAID family leave under expanded FMLA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$10,000 total)	After aggregate \$2,000 reached, go to applicable leave banks
				After total \$12,000 aggregate reached, go to applicable employee leave banks	

### FFCRA COVID-19 Paid Leave Guide for Part-Time Employee

(1)	(2)	(3)	(4)	(5)	(6)
<b>Employee quarantined by federal, state or local quarantine related to COVID-19</b>	<b>Health Care Provider recommends self-quarantine due to COVID-19</b>	<b>Employee has COVID-19 symptoms &amp; seeks diagnosis</b>	<b>Employee is caring for someone who is quarantined by federal, state or local gov. or Dr. recommended quarantine due to COVID-19</b>	<b>Employee caring for child due to school or daycare closure due to COVID-19 reasons</b>	<b>Has substantially similar condition as COVID-19 that has been specified by Sec. Health and Human Services</b>
Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 100% of pay (cap of \$511/day; \$5,110 total)	Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)	Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)	Two weeks* PAID sick leave under FFCRA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$2,000 total)
After aggregate \$5,110 reached, go to applicable leave banks	After aggregate \$5,110 reached, go to applicable leave banks	After aggregate \$5110 reached, go to applicable leave banks	After aggregate \$2,000 reached, go to applicable leave banks	[1]Up to an additional 10 weeks* PAID family leave under expanded FMLA – not deducted from leave banks at 2/3 of pay (cap of \$200/day; \$10,000 total)	After aggregate \$2,000 reached, go to applicable leave banks
				After total \$12,000 aggregate reached, go to applicable employee leave banks	

[1] Applies if the employee has been employed for thirty (30) days regardless of number of hours worked.

\*For part-time employees, this would be the average number of hours worked per week in the last six months or the number of hours they were expected to work when hired or returning to work.

## FAQ's

Listed below is a limited selection of common questions. For further information go to: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

### 1. Are all employees eligible for FFCRA leave?

Yes, full-time, part-time, and student workers are eligible for this leave.

### 2. Is remote work allowed instead of FFCRA leave?

Yes, if the employee can still perform the duties of their job remotely, and HR and their supervisor approve, they can work remotely. If they can work remotely but less than their normally scheduled hours, they would qualify for FFCRA for the time they are unable to work.

### 3. If an employee works remotely, are they still eligible to receive FFCRA leave?

Yes, if the employee works remotely, but is unable to complete their duties because:

- they are symptomatic and too ill to perform their job duties;
- are caring for children due to school closure or on-line learning;
- are caring for an individual with COVID-19 or under quarantine.

Otherwise, the expectation is that if you are quarantined, you will perform any of your job functions that can be performed remotely.

### 4. Can FFCRA leave be used on an intermittent schedule?

Yes, but details of the schedule should be agreed to with the supervisor and HR.

### 5. When am I eligible for paid sick leave to self-quarantine?

You are eligible for paid sick leave if a health care provider directs or advises you to stay home or otherwise quarantine yourself, or you are subject to a Federal, state or local quarantine order.

### 6. I become ill with COVID-19 symptoms, decide to quarantine myself for two weeks, and then return to work. I do not seek a medical diagnosis or the advice of a health care provider. Can I get paid for those two weeks under the FFCRA?

Generally, no. If you become ill with COVID-19 symptoms, you may take paid sick leave under the FFCRA only to seek a medical diagnosis or if a health care provider otherwise advises you to self-quarantine. If you test positive for the virus associated with COVID-19 or are advised by a health care provider to self-quarantine, you may continue to take paid sick leave. You may not take paid sick leave under the FFCRA if you decide to self-quarantine for an illness without medical advice, even if you have COVID-19 symptoms. Note that you may not take paid sick leave under the FFCRA if you become ill with an illness not related to COVID-19. Depending on your employer's expectations and your condition, however, you may be able to telework during your period of quarantine.

### 7. May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?

No. You may take up to two weeks, or ten days (80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

**8. When am I eligible for paid sick leave to care for someone who is subject to a quarantine or isolation order?**

You may take paid sick leave to care for an individual who, as a result of being subject to a quarantine or isolation order, is unable to care for him or herself and depends on you for care and if providing care prevents you from working and from teleworking.

Furthermore, you may only take paid sick leave to care for an individual who genuinely needs your care. Such an individual includes an immediate family member or someone who regularly resides in your home. You may also take paid sick leave to care for someone if your relationship creates an expectation that you would care for the person in a quarantine or self-quarantine situation, and that individual depends on you for care during the quarantine or self-quarantine.

**9. If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get paid sick leave, expanded family and medical leave, or both?**

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded family and medical leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded family and medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, or medical or sick leave under your employer's policy. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

You can only receive the additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

**10. If I remove my child from the school district, and choose to homeschool, do I qualify for FFCRA leave?**

No, this situation would not qualify for FFCRA leave.