

FFCRA Leave Administration Flowchart

Color Key
Orange = Employee obligations
Green = Employer obligations

Administrative Decisions for FFCRA Leave

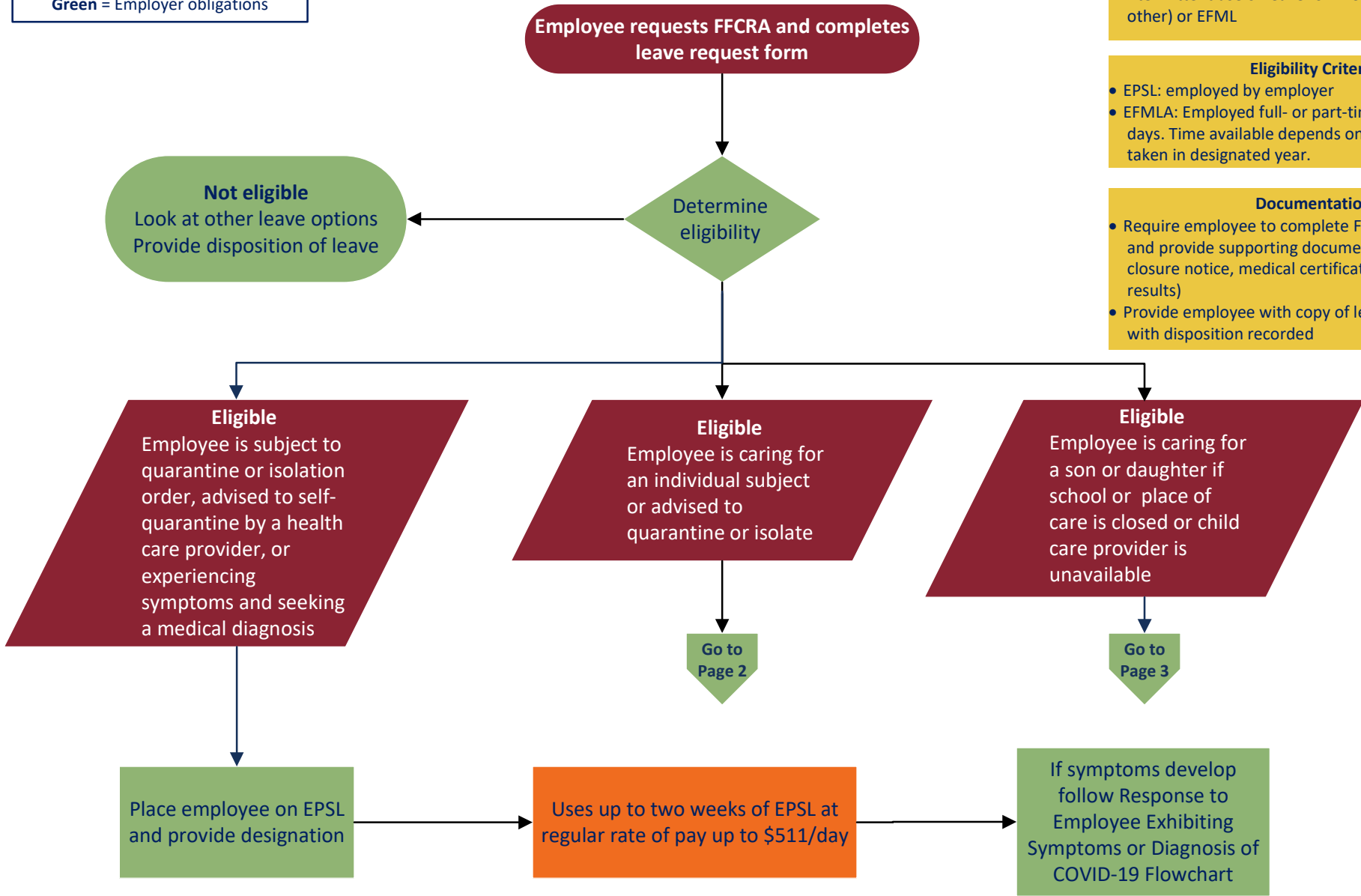
- Use of accrued leave concurrently with EFML
- Allow paid use of leave to supplement EPSL
- Intermittent use of leave for EPSL (care for child or other) or EFML

Eligibility Criteria

- EPSL: employed by employer
- EFMLA: Employed full- or part-time for 30 calendar days. Time available depends on amount of FMLA taken in designated year.

Documentation

- Require employee to complete FFCRA request form and provide supporting documentation (e.g., closure notice, medical certification, COVID-19 test results)
- Provide employee with copy of leave request form with disposition recorded



FFCRA Leave Administration Flowchart (continued)

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Employee is caring for an individual subject or advised to quarantine or isolate

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

Definition of Individual

- Immediate family member, someone who regularly reside in the employee's home, or someone whose relationship creates an expectation of care.

FFCRA Leave Administration Flowchart (continued)

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Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable

Place employee on EPSL and EFML and provide designation

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave)

Returns to work when EPSL and EFML are exhausted or applies for other leave

Definition of Son or Daughter

- Employee's son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis)

Leave Examples not Applicable to EFML

- School is closed during intercession
- Child is ill