Family First Corona Response Act (FFCRA) **Emergency Sick Leave Emergency Family & Medical Leave Expansion Eligibility Criteria Eligibility Criteria** When an employee is: When an employee is caring for a son or daughter under 1. subject to a federal, state or local quarantine or 18 years of age because the school or place of care of the son or daughter has been closed, or the childcare isolation order related to COVID-19; 2. advised by a health care provider to selfprovider of such son or daughter is unavailable, due to quarantine due to concerns related to COVID-19; COVID-19 precautions. 3. experiencing symptoms of COVID-19 and seeking a medical diagnosis; 4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns; 5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions: or **6.** experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. Is the employee able to telework Employed for at least **Employed for less** If yes, not eligible If not able to telework 30 calendar days than 30 calendar days prior to the leave and prior to the leave or not eligible to eligible to telework Criteria #1-6: Employee must telework submit FFCRA Emergency Sick Leave Form and required Not Eligible documentation (applicable to criteria #1-4 & 6) to site administrator. If meeting eligibility criteria, employee must submit FFCRA Emergency FMLA Expansion Form and required documentation (if applicable) to site administrator. Site administrator submits FFCRA Emergency Sick Leave Form and required Site administrator submits FFCRA Emergency documentation (criteria #1-4 FMLA Expansion Form and documentation (if & 6) to the Director of Human applicable) to the Director of Human Resources. Resources. If approved, employee will be If denied. If approved due to If approved due If denied, notified in writing of eligibility employee criteria #1-3, to criteria #4-6, employee for up to 12 weeks of leave. will be employee will be will be employee will be The first 2 weeks are unpaid notified in notified in writing notified in writing notified in and up to 10 weeks paid at writing by by Human by Human writing by 2/3 of daily rate of pay. Human Resources Resources Human Resources. granting up to 10 granting up to 10 Resources. days of leave at days of leave at 100% of daily rate 2/3 of daily rate Employee must provide a medical clearance of pay. of pay. letter to the Director of Human Resources before reporting back to work. Employee must provide a medical clearance letter to the **Director of Human Resources**

before reporting back to work, if eligibility criteria #1-4 or #6 were met.