Emergency FMLA Guidelines

Start

Has employee worked at least 30 days prior to leave request?

YES

Is employee taking leave because they are unable to work because they are caring for a child under the age of 18 as a result of school or childcare facility closure due to the COVID-19 emergency?

NO

Not eligible for FFCRA

YES

FFCRA does not apply

First 10 days unpaid (may use emergency paid sick leave)

Up to 12 weeks of job-protected emergency FMLA leave will apply

66.67% of employee’s regular pay rate, capped at $200 per day or $10,000 total (employee may supplement with accrued paid leave)
Emergency Paid Sick Leave Guidelines

**Start**

Is Employee unable to work due to one of the following? ***

YES

- Emergency paid sick leave applies (up to 80 hours for FT, pro-rated for PT)

NO

FCFRA does not apply

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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

Reasons 1-3

Paid at 100% of employee’s regular rate
Pay is capped at $511/day or $5,110 in total

Reasons 4-6

Paid at 66.67% of employee’s regular rate
Pay is capped at $200/day or $2,000 in total
(employee may supplement with accrued paid leave)