



MADEIRA CITY SCHOOL DISTRICT FFCRA Employee Leave Form

The Families First Coronavirus Response Act (FFCRA) requires the provision of paid sick leave or expanded family and medical leave for reasons related to COVID-19. These provisions are effective through December 31, 2020. ***See attached FFCRA At-A-Glance document for additional information on the back of this form.***

Name: _____ Position: _____

Dates of Leave: _____ Building: _____

Please select the qualifying reason for the leave request:

1. Subject to Federal, State or local quarantine related to COVID-19
• Name of government entity that issued the order _____
2. Advised by health care provider to self-quarantine related to COVID-19
• Name of healthcare provider _____
3. Experiencing COVID-19 symptoms and seeking a medical diagnosis
• If a medical diagnosis has been provided, please indicate date of diagnosis: _____
4. Caring for an individual subject to an order described in (1) or (2) above
• Please provide name and relationship status of individual being cared for: _____
5. Caring for a child whose school or place of care is closed for reasons related to COVID-19
• Please provide the following:
○ Name of child: _____
○ Age of child: _____
○ Name of school/childcare provider: _____

○ Phone number of school/provider: _____
6. Experiencing a substantially-similar condition specified by the Secretary of Health and Human Services

Employee Signature: _____ Date: _____

Supervisor Name: _____

Supervisor Signature: _____ Date: _____

Supervisors - Please submit form to Melody Gregory in the Treasurer's Office upon completion.

Families First Coronavirus Response Act (FFCRA) At-A-Glance

Type of Leave	Reason for Leave	Leave Benefit
EMERGENCY PAID SICK LEAVE (available immediately upon employment)	<ol style="list-style-type: none"> <ul style="list-style-type: none"> Governmental quarantine Isolation order related to the pandemic Shelter-in-place or stay-at-home order 	<ul style="list-style-type: none"> Up to 80 hours (2 weeks/10 days) Full pay up to \$511/day and an aggregate of \$5,110
<ol style="list-style-type: none"> 	<p>A health care provider's recommendation to self-isolate because the employee has been exposed to COVID-19 or when an employee's pre-existing health condition makes them particularly vulnerable to the virus.</p>	<ul style="list-style-type: none"> Up to 80 hours (2 weeks/10 days) Full pay up to \$511/day and an aggregate of \$5,110
<ol style="list-style-type: none"> 	<p>A medical diagnosis when an employee is experiencing COVID-19 symptoms, such as fever, chills, shortness of breath, cough, sore throat, or a new loss of taste or smell.</p>	<ul style="list-style-type: none"> Up to 80 hours (2 weeks/10 days) Full pay up to \$511/day and an aggregate of \$5,110
<ol style="list-style-type: none"> 	<p>To care for an individual who is subject to quarantine or has been advised to self-quarantine and is unable to care for themselves.</p>	<ul style="list-style-type: none"> Up to 80 hours (2 weeks/10 days) 2/3 pay* up to \$200/day and an aggregate of \$2,000 <p>*The employee may choose to supplement with other applicable leave to receive full pay.</p>
<ol style="list-style-type: none"> 	<p>To care for their child when the child's school or childcare provider is closed due to the virus and the employee is needed to care for the child.</p>	<ul style="list-style-type: none"> Up to 80 hours (2 weeks/10 days)* 2/3 pay** up to \$200/day and an aggregate of \$2,000. <p>*See Expanded Emergency FMLA below. **The employee may choose to supplement with other applicable leave to receive full pay.</p>
<ol style="list-style-type: none"> 	<p>When the employee is experiencing any other substantially similar condition specified by the Department of Health and Human Services in consultation with the Department of the Treasury and the Department of Labor.</p>	<ul style="list-style-type: none"> 2/3 pay* up to \$200/day and an aggregate of \$2,000 <p>*The employee may choose to supplement with other applicable leave to receive full pay.</p>
EXPANDED EMERGENCY FMLA (available after 30 days of employment)	<p>Available to an employee who is unable to work or telework because they are needed to care for their child whose school or childcare provider is closed due to the coronavirus.</p>	<ul style="list-style-type: none"> Up to 10 weeks, <u>intended to be used in conjunction with the two weeks of Emergency Paid Leave</u>, for a total of 12 weeks of leave. 2/3 pay* up to \$200/day and an aggregate of \$10,000 (plus any amount available under Emergency Paid Leave). <p>*An employer may require that an employee supplement with other accrued paid leave if required under a policy or CBA.</p>