

Family First Coronavirus Response Act (FFCRA)

Qualifying Leave Request Form

Employee Name _____ Hire Date _____

Position/Location _____ Regular Schedule _____

April 1, 2020 - December 31, 2020

Available to Full & Part Time Associates

Two weeks (up to 80 hours) of expanded family and medical leave at the employee's **regular rate** of pay where the employee is unable to work **because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis**

Two weeks (up to 80 hours) of expanded family and medical leave at **two-thirds the employee's regular rate** of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

A covered employer must provide to employees that it has employed for at least 30 days

Up to an additional 10 weeks of expanded family and medical leave at **two-thirds the employee's regular rate of pay** where an employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Read the attachment. Based on the "Qualifying Reasons for Leave" choose ONE.

Enter the appropriate Qualifying Reason for leave in the box below. Only one of the "qualifying reasons" is allowed.

Qualifying Reason
(1-4) and 6

Number of Days
& Dates Requested

Max 10
days/80 hrs

Qualifying Reason
*5 ONLY

Number of Days
& Dates Requested

*10 days FFCRA Sick leave, then up to 10 weeks expanded family/medical leave

Associate Signature

Date Signed

Manager's Signature

Date Signed

Human Resources

Attach a copy of this form to each paycheck that qualifies

Provisional Dates
4/1/2020-12/31/2020

Qualifying Reasons for Leave:

Effective April 1, 2020 - December 31, 2020

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

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 a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally.

For leave reasons (1), (2), or (3): employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks by up to 10 weeks of paid expanded family and medical leave)