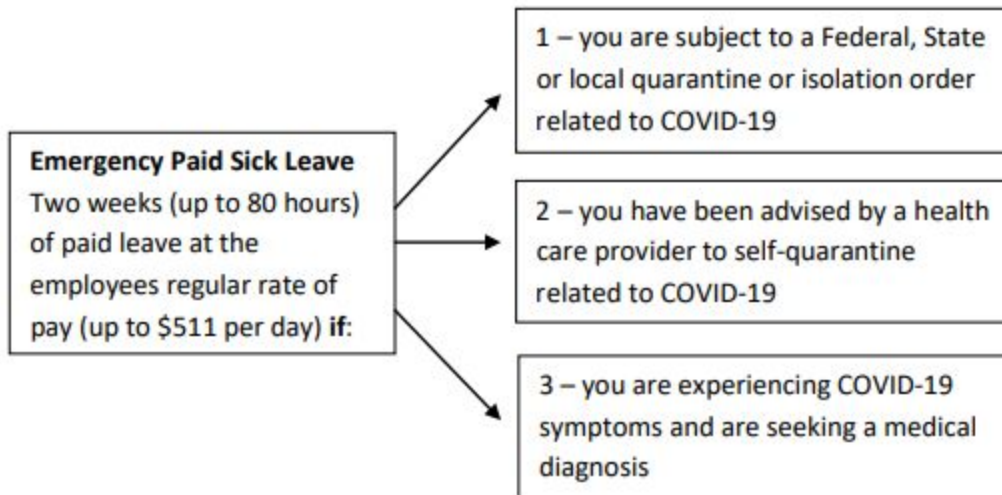


## What kind of leave is available under the Families First Coronavirus Response Act (FFCRA)\* and am I eligible for any?

This is a brief summary – for details refer to [Policy](#)



**If one of these applies to you, you need to:**

- 1 – Complete the [Application](#).
- 2 – Attach the federal, state or local isolation order or appropriate documentation from your healthcare provider.
- 3 – Turn these documents in to Human Resources.

What's next? If Human Resources has all the required documentation, you will take two weeks of consecutive time off under Emergency Paid Sick Leave. You will be asked to complete a timesheet during this time, which will be provided to you for the complete pay periods this time covers. This time sheet should include any regular time or other paid time off you may have already worked in these pay periods or may be working.

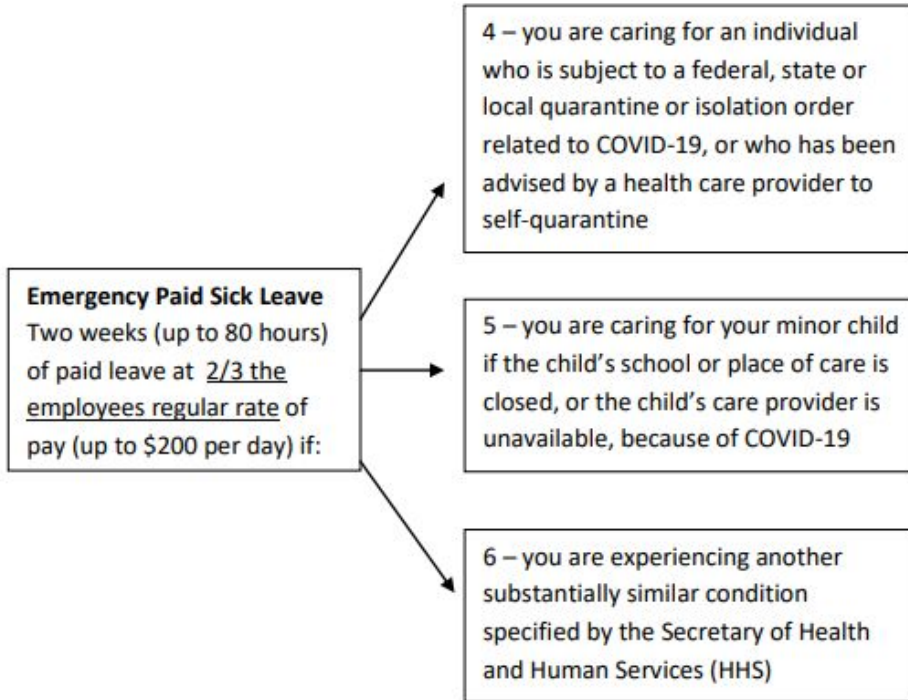
**If you are able to telework, you may not qualify for this leave.**

**If these reasons do not apply to you, continue to page 2**

\*Please note that the City will pay the two weeks of EPSL at 100% of regular wages rather than the two-thirds provided for in the Act.

## What kind of leave is available under the Families First Coronavirus Response Act (FFCRA)\* and am I eligible for any?

This is a brief summary – for details refer to [Policy](#)



**If one of these applies to you, you need to:**

- 1 – Complete an [Application](#).
- 2 – Attach the federal, state or local isolation order, appropriate documentation from your family member's health care provider, child care provider statement stating they are closed for reasons related to COVID-19, or the documentation from HHS.
- 3 – Turn these documents in to Human Resources.

What's next? If Human Resources has all the required documentation, you will take two weeks of Emergency Paid Sick Leave at your regular rate. The two weeks are consecutive for reasons 1-4 & 6. Intermittent leave will be permitted for reason 5. You will be asked to complete a timesheet during this time, which will be provided to you for the complete pay periods this time covers. This time sheet should include any regular time or other paid time off you may have already worked in these pay periods or may be working.

**If you are able to telework, you may not qualify for this leave.**

**If you are on leave due to #5 above – continue to page 3**

\*Please note that the City will pay the two weeks of EPSL at 100% of regular wages rather than the two-thirds provided for in the Act.

**What kind of leave is available under the Families First Coronavirus Response Act (FFCRA)\* and am I eligible for any?**

This is a brief summary – for details refer to [Policy](#)

If you answered yes to #5, you may be eligible for pay under the **Emergency Family and Medical Leave Expansion Act**.

**To apply:**

- 1 – Complete an [Application](#).
- 2 – Attach the child care provider statement stating they are closed for reasons related to COVID-19.
- 3 – Turn these documents in to Human Resources.

What's next? If Human Resources has all the required documentation, you are eligible to take up to 10 weeks of consecutive time off under Emergency Family and Medical Leave off at 2/3 your regular rate of pay up to a maximum of \$200 per day, provided by the City. You will be asked to complete a timesheet during this time, which will be provided to you for the complete pay periods this time covers. You will also be required to provide documentation from the child care provider that they remained closed for the duration of the leave time.

You have the option to use other paid time off benefits to supplement the other 1/3 of your pay. You can put this time on your paper time sheet if you opt to utilize this option.

\*Please note that the City will pay the two weeks of EPSL at 100% of regular wages rather than the two-thirds provided for in the Act.