



Procedure for Requesting Leave under the Families First Coronavirus Response Act

Under the Families First Coronavirus Response Act (“FFCRA”), an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to one of the reasons listed below. For those that desire to take leave under the Families First Coronavirus Response Act (“FFCRA”), the following procedure must be followed:

- 1. Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.**
 - Employee must state that they are requesting leave under the FFCRA for this reason when calling the call-off line
 - Employee must provide a copy of the quarantine or isolation order.
- 2. Employee has been advised by a health care provider to self-quarantine related to COVID-19.**
 - Employee must state that they are requesting leave under the FFCRA for this reason when calling the call-off line.
 - Employee must provide documentation from their medical provider regarding the need to self-quarantine.
- 3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.**
 - Employee must state that they are requesting leave under the FFCRA for this reason when calling the call-off line.
 - Employee must provide documentation from their medical provider confirming their symptoms and need for leave when such documentation becomes available.
- 4. Employee is caring for an individual subject to an order described in (1) above or self-quarantine as described in (2) above.**
 - Employee must state that they are requesting leave under the FFCRA for this reason when calling the call-off line or requesting leave due to this reason.
 - Employee must provide documentation for the individual being cared for as specified in (1) and (2) above in order to confirm the need for leave.
- 5. Employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.**
 - Employee must state that they are requesting leave under the FFCRA for this reason when calling the call-off line or requesting leave due to this reason.
 - Employee must provide documentation verifying the closure of their child’s school or place of care.
- 6. Employee 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.**
 - Currently, there are no definitions for leave that would qualify under this reason. Please contact Human Resources for further guidance.