Effective April 1, 2020 through December 31, 2020

### FFCRA – Leave Chart for Emergency FMLA and Emergency Sick Leave

<table>
<thead>
<tr>
<th>Qualifying Reasons for: Emergency Paid Sick Leave (EPSL)</th>
<th>Weeks 1 and 2 (80 hours)</th>
<th>Weeks 3 through 12 (additional 10 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. subject to a Federal, State, or local quarantine or isolation order related to COVID-19</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>2. has been advised by a health care provider to self-quarantine related to COVID-19</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis</td>
<td>Paid EPSL at regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)</td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>No EFML</td>
</tr>
<tr>
<td>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 <strong>This is Also the Only Qualifying Reason for Emergency Family Medical Leave (EFML)</strong></td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>Unpaid EFML</td>
</tr>
<tr>
<td>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services</td>
<td>Paid EPSL at 2/3 regular rate</td>
<td>No EFML</td>
</tr>
</tbody>
</table>
Determining an Employee’s Pay Under the Emergency Paid Sick Leave Act (EPSLA)

Start Here

Does the employee qualify under one of the six reasons (below) for leave under the EPSLA?

- **YES**
  - Does the employee qualify for reasons 1, 2, or 3 in the EPSLA?
    - **YES**
      - Does the employee work full time or part time?
        - **YES**
          - The Employee is entitled to 80 hours of Emergency Paid Sick Leave at their regular rate of pay. (Max $511/day & $5,110 total)
        - **NO**
          - The Employee is entitled to Emergency Paid Sick Leave at two thirds (2/3) their regular rate of pay for the average number of hours worked in a two week period. (Max $200/day & $2,000 total)
    - **NO**
      - The Employee is entitled to Emergency Paid Sick Leave at two thirds (2/3) their regular rate of pay for the average number of hours worked in a two week period. (Max $200/day & $2,000 total)

- **NO**
  - The Employee is not entitled to Emergency Paid Sick Leave and must use accrued leaves.

Does the employee work full time or part time?

- **Full Time**
  - The Employee is entitled to 80 hours of Emergency Paid Sick Leave at their regular rate of pay. (Max $511/day & $5,110 total)

- **Part Time**
  - The Employee is entitled to 80 hours of Emergency Paid Sick Leave at two thirds (2/3) their regular rate of pay. (Max $200/day & $2,000 total)

Qualifying reasons to take Emergency Paid Sick Leave (all relating to COVID-19):

1. The employee is subject to a Federal, State, or local quarantine or isolation order.
2. The employee has been advised by a health care provider to self-quarantine.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to such an order in (1) or such advice in (2).
5. The employee is caring for their child whose school or place of care has closed or is unavailable.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

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Determining an Employee’s Pay Under the Emergency Family and Medical Leave Expansion Act (EFMLEA)

Start Here

Has the employee been on payroll for at least 30 calendar days?

YES

Is the employee requesting leave to care for their child whose school or place of care has closed or is unavailable due to COVID-19?

YES

The employee is entitled to 12 weeks of EFMLEA leave. Has the employee already used Emergency Paid Sick Leave from the EPSLA?

YES

Does the employee have accrued balances of paid leaves?

NO

The first 10 days (2 weeks) of EFMLEA leave may be unpaid.

NO

The employee is not eligible for leave under the EFMLEA.

NO

The employee is not eligible for leave under the EFMLEA.

NO

The employee can use two weeks of EPSLA leave during the first two weeks of EFMLEA leave. This is paid at 2/3 the employee’s regular rate.

NO

The employee can use their accrued paid leave during the first two weeks. This is paid at the employer’s normal leave rates.

YES

The employee have accrued balances of paid leaves?

YES

The following 10 weeks must be paid at 2/3 the employee’s regular rate of pay.

NO

The following 10 weeks must be paid at 2/3 the employee’s regular rate of pay.

Note: Payments to employees under the EFMLEA may not exceed $200 a day or $10,000 total.