

Employee requests leave under the Families First Coronavirus Response Act.



Employee A who is unable to telework

I need COVID-19 related leave...

I need the leave for myself

- (1) Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (2) Employee has been advised by a health care provider to self-quarantine related to COVID-19;
- (3) Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

First 80 hours?

Emergency Paid Sick Leave
80-hour max
\$511/day max
\$5,110 total max
COVIDLEAVE

After first 80 hours?

Unpaid FMLA, ADA, or PTO depending on situation- Contact Helpside HR

I need the leave to care for someone else.

- (4) Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
- (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.

First 80 hours?

Emergency Paid Sick Leave
2/3 pay
80-hour max
\$200/day max
\$2,000 total max
COVIDCARE

After first 80 hours?

Caring for child whose school or daycare is closed?

Expanded FMLA
10 weeks at 2/3 pay
\$200/day max
\$10,000 total max
COVIDCHILD

Caring for family member who is sick due to COVID-19?

Unpaid FMLA or PTO depending on situation- Contact Helpside HR

Manager asks employees to complete Families First Coronavirus Act Paid Leave Request Form and provide supplemental documentation for leave request. This is retained by the client and also sent to Helpside HR (humanresources@helpside.com).

Emergency Paid Sick Leave for Self

80-hour/10-day max, \$511/day max, \$5,110 total max, COVIDLEAVE

- Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Employee has been advised by a health care provider to self-quarantine related to COVID-19;
- Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis

Documentation:

This documentation may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee or written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

Emergency Paid Sick Leave for Care of Others

2/3 pay, 80-hour max/10and may qualify for a continuation of benefits through a non-medical leave of absence. day max, \$200/day max, \$2,000 total max, COVIDCARE

- Employee is caring for an individual subject to an order or self-quarantine as described above; or
- 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.

Documentation:

This documentation may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the individual in care or written documentation by a health care provider advising the and individual in their care to self-quarantine due to concerns related to COVID-19. This could also include a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or childcare provider.

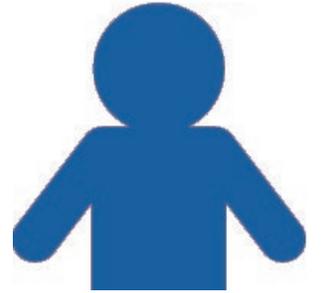
Expanded FMLA

10 weeks at 2/3 pay, \$200/day max, \$10,000 total max, COVIDCHILD

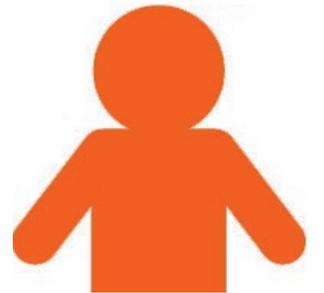
- Employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19

Documentation:

This could include a notice that has been posted on a government, school, or day care website, or published in a newspaper, or an email from an employee or official of the school, place of care, or childcare provider.



Employee A who is unable to telework



Manager

Manager notifies Helpside Payroll Specialist of paid employee leave under the Families First Coronavirus Act when reporting payroll.

Employee A Payroll

x hours actually worked during the pay period (paid at full rate)

x hours of Emergency Paid Leave for Self during the pay period (paid at full rate, up to 80 hours/10 days/\$511 daily max/\$5,110 total max) **COVIDLEAVE**

x hours of Emergency Paid Leave for Care of Others during the pay period (paid at 2/3 rate, up to 80 hours/10 day/\$200 daily max/\$2,000 total) **COVIDCARE**

x hours of Expanded FMLA during the pay period (paid at 2/3 rate, up to 10 weeks, \$200 daily max, \$10,000 total max) **COVIDCHILD**



Manager

Examples:

Example #1

Jane's child's school closed on 3/16/2020 and she had no other care for her child. Work is available, but she is unable to telework in her current position. Jane usually works 40 hours per week, Monday-Friday and is paid \$15 per hour.

From 3/16/2020-3/31/2020, Jane's time off is unpaid or paid through regular PTO available through her employer.

From 4/1/2020-4/14/2020, Jane will receive 80 hours of **Emergency Paid Sick Leave for Care of Others** at 2/3 her regular rate of pay (total of \$792 under the COVIDCARE pay code, employer will have a tax credit back for this pay). Jane needs to complete the Families First Coronavirus Act Paid Leave Request Form and provide supplemental documentation for this leave request.

From 4/15/2020- 6/24/2020 (or until the child's school or place of care opens) Jane will receive 80 hours of **Expanded FMLA** at 2/3 her regular rate (total of \$3,960 under the COVIDCHILD pay code, employer will have a tax credit back for this pay). Jane has already completed the form above but needs to provide updated documentation if the school closure date changes or childcare become available.

This leave is job protected, so as long as her position hasn't been eliminated, Jane must be reinstated. Contact Helpside HR to assistance.

Example #2

John seeks treatment for COVID-19 on 4/2/2020 and he is advised by his doctor to self-quarantine for 14 days. He is unable to telework in his current position. John usually works 40 hours per week, Monday-Friday and is paid \$18 per hour.

From 4/2/2020-4/16/2020, John will receive 80 hours of **Emergency Paid Sick Leave for Self** at his regular rate of pay (total of \$1,440 under the COVIDLEAVE pay code, employer will have a tax credit back for this pay). Jane needs to complete the Families First Coronavirus Act Paid Leave Request Form and provide supplemental documentation for this leave request.

After 4/16/2020, if John doesn't return to work, his time off is unpaid or paid through regular PTO available through his employer. He may qualify for regular, unpaid FMLA ,or ADA, depending on his specific situation. Contact Helpside HR to assistance.