Determining Leave Eligibility Under Families First Coronavirus Response Act (FFCRA) Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Expansion Act (EFMLEA)

![Diagram showing leave eligibility process]

**Reason For Leave**
- Employee is subject to quarantine or isolation order related to COVID-19 (Federal, State or Local)
- Employee advised by a healthcare provider to self-quarantine related to COVID-19
- Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Employee is caring for an individual subject to a quarantine or isolation order (Federal, State or Local) related to COVID-19 – OR – an individual that has been advised by a healthcare provider to self-quarantine related to COVID-19
- Employee is caring for their own child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19
- Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services
- Other reason not listed

**Determining Leave Eligibility**

- **Is the need for time off due to COVID-19?**
  - Yes → **Is remote work an option for the employee’s position?**
    - Yes → **Is employee able to remote work for full or partial amount of regular hours?**
      - Yes → **Remote Work for Full or Partial Regular Hours?**
        - Yes → Report Remote Work Hours as Regular Hours
        - No → Report Partial Remote Work Hours as Regular Hours
      - No → YES
  - No → **NOT ELIGIBLE FOR EPSL OR EFMLEA**

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    - Yes → Report Remote Work Hours as Regular Hours
    - No → Report Partial Remote Work Hours as Regular Hours
  - No → YES

- **Remote Work for Full or Partial Regular Hours?**
  - Yes → **FULL**
  - No → **PARTIAL**

- **Reason For Leave**
  - **Employee is subject to quarantine or isolation order related to COVID-19 (Federal, State or Local)**
    - Eligible for EPSL up to 80 hours at regular rate of pay**
    - pro-rated hours for part-time employees
  - **Employee advised by a healthcare provider to self-quarantine related to COVID-19**
    - Eligible for EPSL up to 80 hours at 2/3 regular rate of pay**
    - pro-rated for part-time employees
  - **Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis**
    - Eligible for EPSL up to 80 hours at regular rate of pay**
    - pro-rated for part-time employees
  - **Employee is caring for an individual subject to a quarantine or isolation order (Federal, State or Local) related to COVID-19 – OR – an individual that has been advised by a healthcare provider to self-quarantine related to COVID-19**
    - Eligible for up to 10 weeks^ EFMLEA at 2/3 regular rate of pay**
    - pro-rated for part-time employees
  - **Employee is caring for their own child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19**
    - **NOT ELIGIBLE FOR EPSL OR EFMLEA**
  - **Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services**
    - **NOT ELIGIBLE FOR EFMLEA**
  - **Other reason not listed**
    - **NOT ELIGIBLE FOR EPSL OR EFMLEA**

- **Has employee been on payroll at least 30 days?**
  - Yes → **EFMLEA**
  - No → **NOT ELIGIBLE FOR EFMLEA**

- **Submit FFCRA Leave Request Form to department HCS Liaison**

- **Maximums may apply**
- **^Included in total FMLA entitlement of 12 weeks**