Families First Coronavirus Response Act (FFCRA) Request Form

Employee Name:		Emį	ployee ID:		
Supervisor:	Department:				
Phone #:	MSU E-Mail:				
Leave Start date:	End date:	Туре:	Continuous	Intermittent	Both

Emergency Paid Sick Leave

Requesting Emergency Paid Sick Leave due to reason (check one):

- 1. Subject to a government quarantine or isolation due to COVID-19 (if not instructed by state or federal quarantine, documentation is required);
- 2. Advised by a healthcare provider to self-quarantine due to COVID-19 (documentation required);
- 3. Experiencing the symptoms of COVID-19 and are seeking a diagnosis (documentation required);
- 4. Caring for an individual subject to or advised to quarantine or isolate (documentation required);
- Caring for a son or daughter whose school or childcare is closed or unavailable due to COVID-19 (documentation required for day care closing) – this reason qualifies for up to an additional 10-week period of paid leave beyond the first 80 hours granted under Emergency Paid Sick Leave; or
- 6. Experiencing substantially similar conditions as those specified by the Secretary of Health and Human Service in consultation with the Secretaries of Labor and Treasury.

*All documentation should be emailed to <u>HR@minotstateu.edu</u> or faxed to 701-858-3686

I have read page 2 and understand I may be required to submit supporting documentation as soon as possible, but no later than 15 days.

I understand that leave used will be counted towards my annual 12-week FMLA eligibility

I select to supplement my pay with eligible sick or annual leave per policy.

Employee Signa	iture	Date		
Eligible	Not Eligible		Notes:	
Human Resources	Signature	Date		
Division VP	Signature	Date		
VPFA	Signature	Date		

Emergency Paid Sick Leave (EPSL)

Eligible:

• Employees, upon first day of hire

Provides:

• Up to 80 hours of compensation (pro-rated for part-time workers)

Compensation:

- Reasons 1-3 below: Regular rate of pay up to \$511 per day, and \$5,110 in aggregate.
- Reasons 4-6 below: two-thirds of the regular rate of pay up to \$200 per day, and \$2,000 total in aggregate.
- This leave is separate from accrued annual leave and sick leave.

Eligible reasons to use EPSL:

To care for self:

- 1. Subject to a government quarantine or isolation order due to COVID-19 (if not instructed by state or federal quarantine need to provide documentation);
- 2. Advised by a healthcare provider to self-quarantine due to COVID-19 (documentation required);
- 3. Experiencing the symptoms of COVID-19 and are seeking a diagnosis (documentation required);

To care for others:

- 4. Caring for an individual subject to or advised to quarantine or isolate (documentation required);
- 5. Caring for a son or daughter whose school or childcare is closed or unavailable due to COVID-19 (required for day care closing); or
- 6. Experiencing substantially similar conditions as those specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury.

Required documentation:

For EPSL, the employee is required to provide "appropriate documentation" identifying the reason for requesting leave, a statement that the employee is unable to work (including telework) for that reason, and the date(s) for which leave is requested. This documentation may include:

- The source of any quarantine or isolation order and may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee.
- The name of the health care provider who has advised the employee to self-quarantine, including, for example, written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

Emergency Family and Medical Leave

Eligible:

- Employees employed 30 days or more
- Employees unable to work (or telework) due to caring for a child whose school or childcare is closed or unavailable due to COVID-19

Provides:

- Up to 12 weeks of job protected leave
- This leave is subject to the FMLA 12-week annual maximum

Compensation:

- First 10 days of the leave are unpaid, may substitute EPSL, annual leave, or sick leave.
- Ten remaining weeks of leave are paid at two-thirds of the regular rate of pay, not to exceed \$200 per day and \$10,000 in aggregate.
- This leave is separate from accrued annual leave and sick leave.

Required documentation:

If an employee takes EPSL and/or FMLA+ to care for his or her child whose school or place of care is closed due to COVID-19, employees again must provide "appropriate documentation" in support of leave. Examples 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 child care provider