

Additional Federal leave protections in response to COVID-19

Legal protection	Leave provisions	Conditions	How to apply
<p>Families First Coronavirus Response Act (FFCRA)</p> <p>FFCRA Fact Sheet (English)</p> <p>FFCRA Fact Sheet (Spanish)</p>	<p>*Temporary paid sick leave required by federal law</p> <p>*Paid leave for your own needs and to care for others for coronavirus-related reasons ---When used for your own care needs, pay is at your full rate (capped at \$511/day) ---When used to care for someone else, pay is 2/3 of your regular rate (capped at \$200/day)</p> <p>*Total amount provided is 80 hours</p> <p><i>An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.</i></p>	<p>Available when you are unable to work or <i>telework</i> because:</p> <p>*You are caring for someone who is subject to a quarantine/isolation order or is under self-quarantine on the advice of a healthcare provider</p> <p>* caring for a son or daughter whose school or daycare is closed</p>	<p>Written request with the following information:</p> <ol style="list-style-type: none"> 1. Employee's name 2. Dates for which leave is requested 3. Reason for leave, one or more of the following: <ol style="list-style-type: none"> a. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; b. has been advised by a health care provider to self-quarantine related to COVID-19; c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; d. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); e. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19
<p>Emergency Family Medical Leave Act (FMLA) expansion</p>	<p>*For the limited purpose of caring for a son or daughter whose school or daycare is closed due to the coronavirus pandemic</p> <p>*Total amount of leave is 12 weeks</p> <p>*The first 10 days are unpaid, but you can use the emergency paid sick leave during this time.</p> <p>*10 weeks are paid at 2/3 your regular rate of pay, capped at \$200/day</p>	<p>This 12 weeks of expanded FMLA can be counted against your regular entitlement to 12 weeks of federal FMLA leave.</p> <p>---If you have already taken FMLA leave during the applicable 12-month period, your available paid FMLA leave under this law may be reduced.</p> <p>---Using this expanded paid FMLA benefit may reduce the amount of regular FMLA leave you have during the applicable 12-month period</p> <p>--- Your employer may require "concurrent" use of other leave</p>	<p>Your employer can require you to provide:</p> <ol style="list-style-type: none"> 1) The name of the child being cared for; 2) The name of the school, daycare, or childcare provider that has closed or become unavailable; and 3) A statement that no other suitable person is available to care for the child.

<p>Americans with Disabilities Act</p>	<p>If an employee voluntarily discloses (without a disability-related inquiry) that he has a specific medical condition or disability that puts him or her at increased risk of influenza complications, the employer must keep this information confidential.</p> <p>The employer may ask him to describe the type of assistance he thinks will be needed (e.g. telework or leave for a medical appointment).</p>	<p>Employees with disabilities that put them at high risk for complications of pandemic influenza may request telework as a reasonable accommodation to reduce their chances of infection during a pandemic.</p>	<p>According to the EEOC, you only have to let your employer know that you need an adjustment or change at work for a reason related to a medical condition. You can use "plain English" to make your request and you do not have to mention the ADA or use the phrase "reasonable accommodation."</p>
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