|  |  |
| --- | --- |
| Name | Employee ID  |
| Department/campus | Position |
| Email | Phone number |
| Date | Duration of leave *(specify dates requested)* |

Leave benefits under the Families First Coronavirus Response Act (FFCRA) apply for the limited time period of April 1, 2020, to December 31, 2020. The amount of paid leave an employee may receive will vary depending on the reason leave is taken. Detailed information is available in the Employee Rights notice that can be found <https://www.millsapisd.net/Page/691>.

An employee requesting emergency paid sick leave and expanded family and medical leave must complete this form and return it to Kim Alexander (kalexander@millsapisd.net) as soon as the need for leave is identified. **Documentation supporting the need for leave should be included when the request is submitted.**

Emergency Paid Sick Leave (EPSL) is limited to 80 hours of paid leave at the following rates:

* Self: regular rate of pay up to $511 per day
* For care of an individual or a son or daughter: two-thirds the regular rate of pay up to $200 per day

Expanded Family and Medical Leave (EFML) provides up to 12 weeks of leave to care for a son or daughter when school is closed or child care is unavailable due to COVID-19. The first two weeks are unpaid, although the empoyee may access EPSL or other paid leave during this time. The remaining 10 weeks is two-thirds the regular rate of pay up to $200 per day.

I request leave for the following reason(s):

**Self**

 I’m subject to a federal, state, or local quarantine or isolation order related to COVID-19.

 Name of entity requiring quarantine or isolation:

 I’ve been advised to self-quarantine by a health care provider.

 Name of health care provider requiring self-quarantine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I’m experiencing symptoms of COVID-19 and am seeking a medical diagnosis.

 Name of health care provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I’m expericing any other substantially-similar conditions specified by the U.S. Department of Health and Human Services.

**Care for other individual or child**

 I’m unable to work in order to care for a minor son or daughter because their school is closed or child care is not available due to COVID-19.

 Name of school or child care facility:

 Are you the only adult caring for the child(ren): \_\_\_\_\_yes \_\_\_\_\_no

 Name and age of child(ren):

 If the son or daughter is over the age of 14 describe special circumstance requiring the care:

 I’m unable to work in order to care for an individual subject or advised to quarantine or isolate.

 Name of individual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:

 Name of health care provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature Date Supervisor signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation** *(completed by HR Department and a copy provided to the employee)***:**

***For office use only:***

Date of Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medical certification provided \_\_\_\_\_Yes \_\_\_\_\_ No

Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and title

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_The employee qualifies for EPSL.

\_\_\_\_\_The employee does not qualify for EPSL.

\_\_\_\_\_The employee qualifies for \_\_\_\_\_ weeks of EFML.

\_\_\_\_\_The employee does not qualify for EFML.