**Families First Coronavirus Response Act (FFCRA) Request Form**

Date:

First and Last Name:

Location & Entity:

**Type of Emergency Leave Requested (Emergency Paid Leave or Expanded FMLA Leave or both if applicable):**

Type of Leave Requested:

Duration of Leave Requested (Be specific):

Reason for Request (see reasons below):

Any other details about your request:

\*Must be turned in to Supervisor when completed and approved by the last Friday of the pay period before Payroll\*

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

Emergency Paid Leave:

Upperline will provide paid leave for employees who are unable to work or telework as a result of a need for leave arising for any of the six following reasons below subject to the Leave Policy. The rate of pay for paid leave depends on which of the six reasons below for which the employee is taking emergency leave.

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;

3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

4. Caring for an individual who is subject to quarantine

5. Caring for a son or daughter if the school or child-care provider is closed;

6. Any other substantially similar condition as specified by HHS.

Emergency FMLA Leave:

* No pay for first two weeks (10 business days) of leave (other paid time off, and emergency sick leave under the FFCRA, may be applied and must be requested by employee)
* After 10 business days, employees are eligible for an additional ten weeks (50 business days) of Emergency FMLA Leave at 2/3 rate of pay for hours that they would normally be scheduled to work if they are unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19 (capped at $200 per day/$12,000 total over 12 weeks, including paid sick leave)