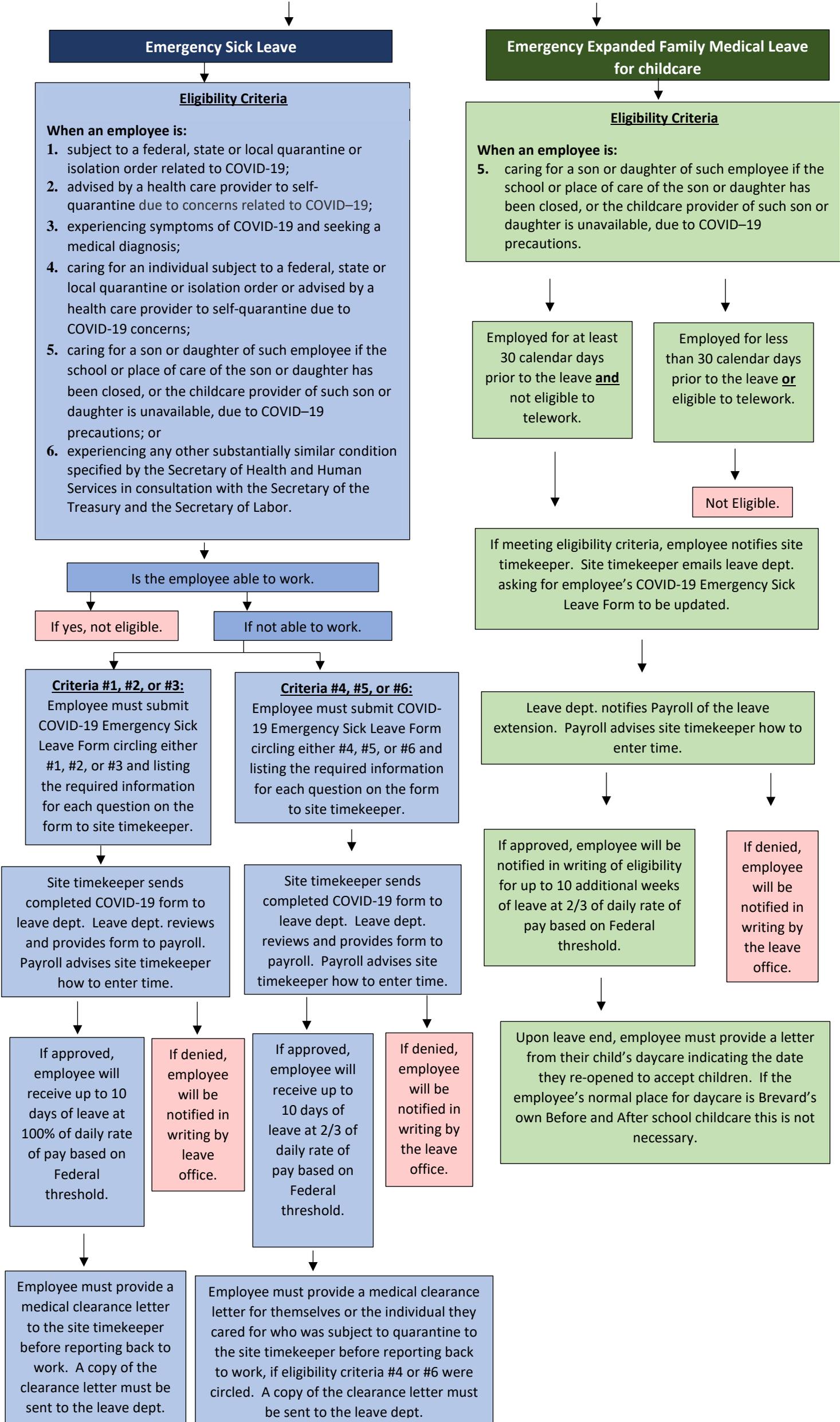


Families First Coronavirus Response Act (FFCRA) COVID-19 Decision Tree



Emergency Sick Leave

Eligibility Criteria

When an employee is:

1. subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions; or
6. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Is the employee able to work.

If yes, not eligible.

If not able to work.

Criteria #1, #2, or #3:

Employee must submit COVID-19 Emergency Sick Leave Form circling either #1, #2, or #3 and listing the required information for each question on the form to site timekeeper.

Criteria #4, #5, or #6:

Employee must submit COVID-19 Emergency Sick Leave Form circling either #4, #5, or #6 and listing the required information for each question on the form to site timekeeper.

Site timekeeper sends completed COVID-19 form to leave dept. Leave dept. reviews and provides form to payroll. Payroll advises site timekeeper how to enter time.

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If approved, employee will receive up to 10 days of leave at 100% of daily rate of pay based on Federal threshold.

If denied, employee will be notified in writing by leave office.

If approved, employee will receive up to 10 days of leave at 2/3 of daily rate of pay based on Federal threshold.

If denied, employee will be notified in writing by the leave office.

Employee must provide a medical clearance letter to the site timekeeper before reporting back to work. A copy of the clearance letter must be sent to the leave dept.

Employee must provide a medical clearance letter for themselves or the individual they cared for who was subject to quarantine to the site timekeeper before reporting back to work, if eligibility criteria #4 or #6 were circled. A copy of the clearance letter must be sent to the leave dept.

Emergency Expanded Family Medical Leave for childcare

Eligibility Criteria

When an employee is:

5. caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.

Employed for at least 30 calendar days prior to the leave **and** not eligible to telework.

Employed for less than 30 calendar days prior to the leave **or** eligible to telework.

Not Eligible.

If meeting eligibility criteria, employee notifies site timekeeper. Site timekeeper emails leave dept. asking for employee's COVID-19 Emergency Sick Leave Form to be updated.

Leave dept. notifies Payroll of the leave extension. Payroll advises site timekeeper how to enter time.

If approved, employee will be notified in writing of eligibility for up to 10 additional weeks of leave at 2/3 of daily rate of pay based on Federal threshold.

If denied, employee will be notified in writing by the leave office.

Upon leave end, employee must provide a letter from their child's daycare indicating the date they re-opened to accept children. If the employee's normal place for daycare is Brevard's own Before and After school childcare this is not necessary.