Employee requests FFCRA and completes leave request form

Determine eligibility

**Employee is subject to quarantine or isolation order, advised to self-quarantine by a health care provider, or experiencing symptoms and seeking a medical diagnosis**

Place employee on EPSL and provide designation

**Employee is caring for an individual subject or advised to quarantine or isolate**

Uses up to two weeks of EPSL at regular rate of pay up to $511/day

**Employee is caring for a son or daughter if school or place of care is closed or child care provider is unavailable**

If symptoms develop follow Response to Employee Exhibiting Symptoms or Diagnosis of COVID-19 Flowchart

**Eligibility Criteria**
- EPSL: employed by employer
- EFMLA: Employed full- or part-time for 30 calendar days. Time available depends on amount of FMLA taken in designated year.

**Documentation**
- Require employee to complete FFRCA request form and supporting documentation (e.g., closure notice, medical certification, COVID-19 test results)
- Provide employee with copy of leave request form with disposition recorded

Orange = Employee obligations
Green = Employer obligations

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Employee is caring for an individual subject or advised to quarantine or isolate

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to $200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

Definition of Individual
- Immediate family member, someone who regularly reside in the employee’s home, or someone whose relationship creates an expectation of care.
Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable.

Place employee on EPSL and EFML and provide designation.

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to $200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave).

Returns to work when EPSL and EFML are exhausted or applies for other leave.

Definition of Son or Daughter:
- Employee’s son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis).

Leave Examples not Applicable to EFML:
- School is closed during intercession
- Child is ill