



MAZANEC, RASKIN & RYDER CO., L.P.A.

ATTORNEYS AND COUNSELLORS AT LAW

Celebrating 40 Years of Excellence

**THE FAMILIES FIRST CORONAVIRUS
RESPONSE ACT (“FFCRA”)
EVALUATING LEAVE REQUESTS***

1. Are you a public employer or a private employer with fewer than 500 employees?

No

The FFCRA does not apply to you.

Yes

Proceed to #2.



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graph TD; Q1["1. Are you a public employer or a private employer with fewer than 500 employees?"] --> No["No"]; Q1 --> Yes["Yes"]; No --> NoResult["The FFCRA does not apply to you."]; Yes --> YesResult["Proceed to #2."];
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2. Does the employee need leave to care for:

His or her minor child?

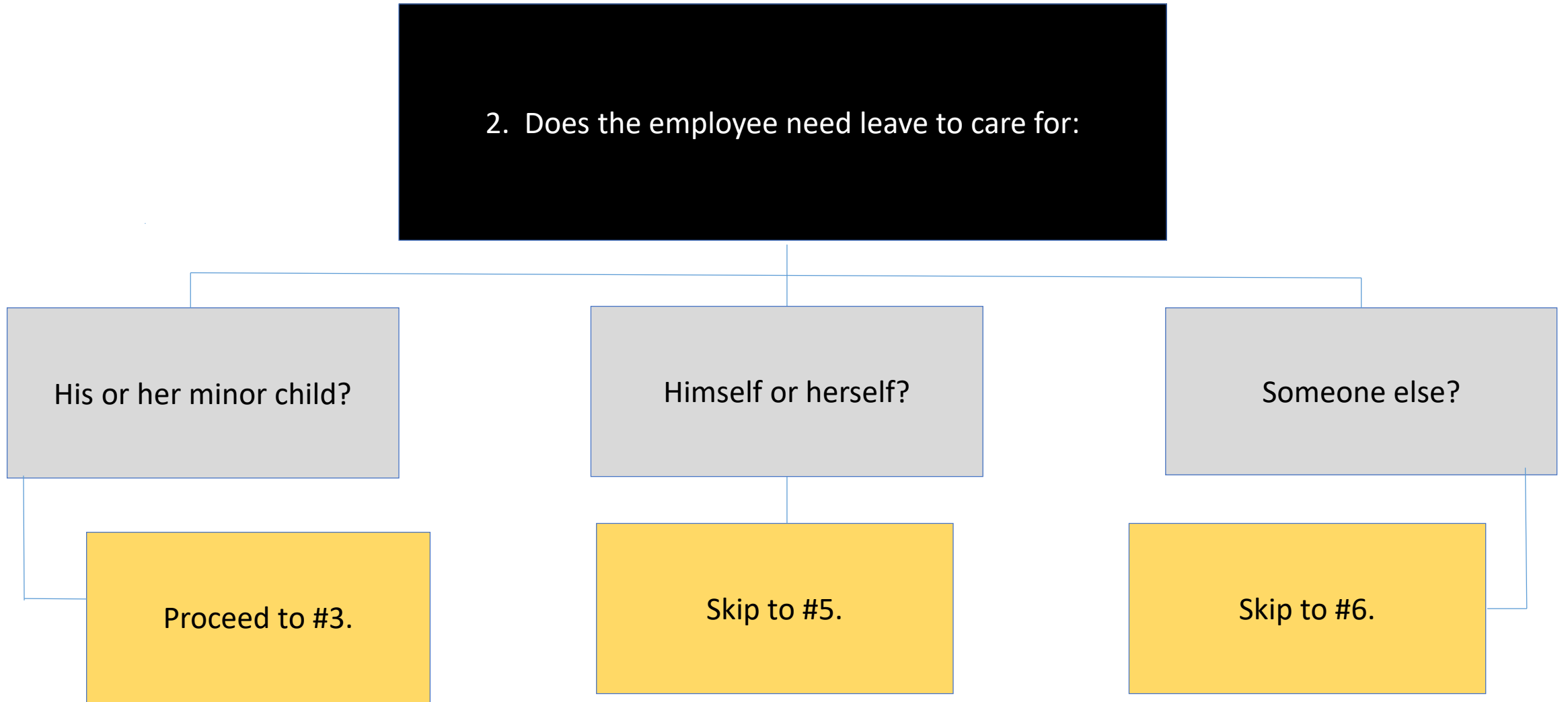
Proceed to #3.

Himself or herself?

Skip to #5.

Someone else?

Skip to #6.



3. If the leave has been requested because the employee's child care arrangements have been impacted by the COVID-19 emergency, proceed to #4.

If the leave has been requested because the employee's minor child is in quarantine or isolation due to the COVID-19 or because the minor child has been advised by a medical provider to self-quarantine, skip to #6.

4. Does the employee have a “qualifying need for leave?”

1. Must the employee care for his or her minor son or daughter because the child’s school or place of care has been closed due to a public health emergency, or because the child’s care provider is unavailable due to a public health emergency?
2. Is the employee unable to work or telework because of the need for care?

If the answer to ONE OR BOTH questions is “NO,” stop here. The employee is not eligible for either type of leave under the FFCRA.

If the answer to BOTH questions is “YES,” then that employee is entitled to emergency paid sick leave and may be entitled to up to twelve (12) weeks of FMLA with the first two (2) weeks being unpaid and the remaining ten (10) weeks paid at 2/3 of the employee’s pay rate or up to \$200 per day, whichever is lesser.

5. Is the employee unable to work or telework for one of the reasons listed below?

The employee is subject to federal, state or local quarantine or isolation because of COVID-19.

The employee has been advised by a health-care provider to self-quarantine because of COVID-19.

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

If "NO," stop here. The employee is not entitled to emergency paid sick leave.

If "YES," the employee is entitled to emergency paid sick leave, as follows:

Full-time employees are entitled to a maximum of 80 hours of paid sick leave under the FFCRA. You are required to provide paid sick time at the employee's full regular rate of pay, subject to a cap of \$511 per day and \$5110 in the aggregate.

Part-time employees are entitled to a maximum paid leave of the hours equal to the number of hours that employee works, on average, over a two week period. You are required to provide paid sick time at the employee's full regular rate of pay, subject to a cap of \$511 per day and \$5100 in the aggregate.

6. Is the employee unable to work or telework for one of the reasons listed below?

The employee is caring for an individual who is subject to federal, state or local quarantine or isolation because of the COVID-19.

The employee is caring for his/her child if the school or place of care is closed or the child care provider is not available due to COVID-19 precautions.

The employee is experiencing any other substantially similar conditions specified by the Sec. of HHS in consultation with the Sec. of Labor and Treasury.

If "NO," stop here. The employee is not entitled to emergency paid sick leave.

If "YES," the employee is entitled to emergency paid sick leave, as follows:

Full-time employees are entitled to a maximum of 80 hours of paid sick leave under the FFCRA. You are required to pay emergency sick time at the rate of 2/3rds the employee's regular rate of pay, subject to a cap of \$200 per day and \$2000 in the aggregate.

Part-time employees are entitled to a maximum paid leave of the hours equal to the number of hours that employee works, on average, over a two week period. You are required to pay emergency sick time at the rate of 2/3rds the employee's regular rate of pay, subject to a cap of \$200 per day and \$2000 in the aggregate.

For any further questions:

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