

EMPLOYEE REQUEST FOR PAY FOR PAID SICK DAY OR PAID FMLA IN CONNECTION WITH CORONAVIRUS (COVID 19) ONLY

EMPLOYEE NAME (PRINT) _____

EFFECTIVE: APRIL 1, 2020

EMPLOYEE ID NUMBER _____

	DATE	SICK DAYS (MAXIMUM 80 HOURS)		PAID FMLA	
		HOURS	REASON CODE	HOURS	REASON CODE
MONDAY	_____	_____	_____	_____	_____
TUESDAY	_____	_____	_____	_____	_____
WEDNESDAY	_____	_____	_____	_____	_____
THURSDAY	_____	_____	_____	_____	_____
FRIDAY	_____	_____	_____	_____	_____
SATURDAY	_____	_____	_____	_____	_____
SUNDAY	_____	_____	_____	_____	_____
TOTAL HOURS		_____		_____	

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

HUMAN RESOURCES _____ DATE _____

REASON CODE:

- 1) The employee is subject to a Federal, State, or Local quarantine; (this is not applicable to railroad workers)
(Homeland Security has designated railroad employees as Critical Infrastructure Workers).
- 2) The employee has been advised by a health care provider to self-quarantine;
- 3) The employee is experiencing symptoms of COVID-19 and seeking medical diagnosis;
- 4) The employee is caring for an individual who is subject to either paragraph (1) or (2);
- 5) The employee is caring for a child who's school or place of care has been closed or unavailable due to COVID-19 precautions; or
- 6) The employee is experiencing any other substantially similar conditions specified by the Secretary of Health and Human Services.

Emergency Paid Sick Leave

Employers required to provide paid sick leave as a result of any of the above must furnish 80 hours leave to full-time employees. The amount of pay is 100% of the employee's regular rate up to a maximum of \$511 per day (\$5,110 total) if the employee himself/herself is ill, as outlined above, but is 2/3 regular rate for those caring for a child capped at \$200 per day (\$2,000 total).

Sick time not covered under this act will continue to be handled in accordance with our sick time policies or collective bargaining agreements.

FMLA Emergency Expansion

Under the Act, FMLA requirements have also been expanded, allowing for employees who are caring for a minor child to receive two-thirds of their average earnings for up to 10 weeks. Employees are eligible for this expanded benefit if they are unable to work either onsite or remotely as a result of a minor child's school or day care remaining closed due to COVID-19. The pay is calculated at 2/3 the employee's regular rate and is capped at \$200 a day, for a maximum amount of \$10,000 per individual.

An employee is eligible for such expanded benefit if they have been employed for at least 30 calendar days by the employer when leave is requested. Similar to traditional FMLA leave, any leave claimed under this provision is job-protected and an employer must return the employee to the same or equivalent position upon a return to work.

Employees requesting FMLA time off to care for a minor child due to these circumstances must contact Human Resources immediately for further guidance and instructions.