

Request for Paid Sick Leave – for Caring for an Individual Who Has Been Advised to Stay Home or Self-Quarantine Because of Coronavirus

The Families First Coronavirus Response Act provides 2 weeks of partially paid leave to eligible employees who need leave to care for an individual who has been advised by a health care provider to stay home or self-quarantine due to concerns related to coronavirus. This form helps employees who want to request leave and their employers by asking for the information required by law to grant leave requests. It is not legal or tax advice. Employees who want to request leave should complete the sections below that apply to them and give the completed form to their employer.

Date: _____

Name: _____

How I can be reached to discuss request: _____

I am requesting leave to care for an individual who has been advised by a health care provider to stay at home or self-quarantine because of concerns related to coronavirus. I am unable to work or telework while providing this care and need to take leave from _____ through _____.

I want to take (check one):

Full-time leave

Part-time leave on the following schedule (available only if teleworking):

If you would like to ask your employer’s permission to use your existing paid time off to supplement the 2 weeks of emergency paid sick leave at 2/3 pay, to receive your normal full pay during the leave, complete this section. Please describe what type of paid time (sick, vacation, personal holiday, etc.) you would like to use and how much you would like to use:

Name of individual I will be caring for: _____

My relationship to this individual: _____

Name of health care provider who advised staying home or self-quarantining:



This form was created by the Center for WorkLife Law, a nonprofit, nonpartisan research institute at the University of California, Hastings Law that works with companies and their employees to ensure working caregivers are able to meet their responsibilities to both their employers and their families. More information is available at www.worklifelaw.org.

Legal Overview: Paid Sick Leave for Caring for an Individual Who Has Been Advised to Stay Home or Self-Quarantine Because of Coronavirus

- The Families First Coronavirus Response Act applies only to private businesses that have fewer than 500 employees and to government agencies of all sizes.
- An employee is eligible for **2 weeks of emergency paid sick time** when they need leave to care for an individual who has been advised by a health care provider to stay home or self-quarantine because they may have COVID-19 or are particularly vulnerable to COVID-19. The individual must be someone the employee has a relationship with that creates an expectation that the employee would care for the person in this situation, like for example an immediate family member or someone who lives with the employee.
- Emergency employer-paid leave and sick time is not available to all employees:
 - Employers may provide paid leave to healthcare providers and emergency responders, but they are not required to do so.
 - An employee is not eligible for paid leave if their employer does not have work for them to do during the time they need the leave (e.g., if their worksite is closed or they are furloughed).
- During the time off, employers must pay the employee two-thirds (2/3) of their regular rate of pay or two-thirds (2/3) of the minimum wage that applies where they work, whichever is more. Employers are not required to pay more than \$200 per day or \$2,000 total. Employers may *not* require an employee to use sick days, vacation time, or other paid time off before taking two weeks of emergency paid sick time, or while taking the emergency paid sick time. If the employer agrees, the employee may choose to use vacation, sick, or other paid time off to supplement the 2/3 pay, to receive full pay.
- If an employer and employee agree, the employee may take part-time ("intermittent") leave, so long as they are teleworking.
- Employers receive tax credits to cover costs associated with providing paid leave. Visit <https://www.irs.gov/newsroom/covid-19-related-tax-credits-general-information-faqs>.
- For more information, view frequently asked questions and answers from the Department of Labor: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>.
- Employees who are not eligible or use up their paid leave under the Families First Coronavirus Response Act may be eligible for job-protected leave under the Family and Medical Leave Act, the Americans with Disabilities Act, and/or other federal, state, and local laws. They may also be eligible to collect unemployment insurance, pandemic unemployment assistance, paid family leave, or other benefits from the state where they work.