

# Request for Paid Sick Leave – Caring for an Individual Subject to Isolation, Stay-At-Home, Shelter-In-Place, or Quarantine Order

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 is subject to a federal, state, or local quarantine or isolation order, including shelter-in-place and stay-at-home orders. Full-time employees are eligible for 80 hours of leave; part-time employees are eligible for the number of hours normally worked over a two-week period. 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 is subject to a government-issued quarantine or isolation order. I am unable to work or telework while providing this care and need to take leave from \_\_\_\_\_ through \_\_\_\_\_.**

**The governmental entity that issued the order is** (provide the name of the federal, state, or local government or agency) \_\_\_\_\_.

**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:** \_\_\_\_\_



*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](http://www.worklifelaw.org).*

## Legal Overview: Paid Sick Leave to Care for an Individual Subject to A Government-Issued Coronavirus Quarantine or Isolation Order

- 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 is subject to a federal, state, or local quarantine or isolation order, including shelter-in-place and stay-at-home orders. Full-time employees are eligible for 80 hours of leave; part-time employees are eligible for the number of hours normally worked over a two-week period. 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.