

# Grass Valley School District Families First Coronavirus Response Act (FFCRA) Flowchart

## Emergency Paid Sick Leave (EPSL)

Is the employee able to work?

No, for reasons related to COVID-19

Does the employee need time off for one of the 6 COVID related reasons?

**REASON 1**

Subject to Federal, State, or local quarantine/isolation order

**REASON 2**

Advised by healthcare provider to self-quarantine

**REASON 3**

Experiencing symptoms and seeking medical diagnosis

**REASON 4**

Caring for an individual see Reason 1 or 2

**REASON 5**

Caring for a child (under age 18) due to school/daycare closure

**REASON 6**

Experiencing a "substantially-similar" condition" per FFCRA

Yes, but may need intermittent leave due to Reason 5 (caring for child due to school /daycare closure)

Employee may be eligible for EPSL on an intermittent basis if supervisor and employee agree on a schedule.

Employee may also be eligible for Emergency Family Medical Leave (EFMLA) pay if employed for at least 30 calendar days (See EFMLA below).

No, for reasons unrelated to COVID-19

Employee may take time off in accordance with GVSD leave of absence policies.

No, none of the above apply.

Employee is not eligible for EPSL.

Yes, one or more of these apply. The employee qualifies for EPSL. Employee needs to contact HR to get Leave Request Form and plan to obtain documentation.

For Reasons 1-3 above, EPSL pay is regular rate of pay up to \$511 per day for up to 10 days (cap: \$5,110 total)  
For Reasons 4-6 above, EPSL pay is 2/3 regular rate of pay up to \$200 per day for up to 10 days (cap: \$2,000 total)

Employee qualifies for an additional 10 weeks of paid EFMLA at 2/3 regular rate of pay up to \$200 per day (cap: \$10,000 total). Employee needs to communicate with HR to extend leave.

## Emergency Family Medical Leave Act (EFMLA)

Is the employee eligible for paid EFMLA in addition to the 2 weeks of paid EPSL?

Does the employee have children (under age 18) who are unable to attend school/daycare due to COVID-19 related closures AND has been employed at least 30 days?

Yes

No

Employee is not eligible for EFMLA