



Quick Guide for Employers for Families First Coronavirus Response Act/FMLA Extension

For more information on FFCRA, please visit
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Employee NOT working (including unable to work from home) due to:

Reason	Proof	Benefit
Positive test exposure	Doctor's note	Up to 80 hours of paid leave at 100% of pre-leave income (max \$511/day)
Has COVID-19 symptoms but not has not seen a medical professional yet	Proof of appointment	Up to 80 hours of paid leave at 100% of pre-leave income (max \$511/day)
Caring for a family member under quarantine due to positive test or exposure	Doctor's note	Up to 80 hours of paid leave at 66.7% of pre-leave income (max \$200/day)
Caring for a minor child due to school or day care closing and childcare is unavailable	Proof of closing from emails or web posting	Up to 12 weeks of paid leave at 66.7% of pre-leave income (max \$200/day)
Employee is afraid of getting COVID-19 or at a high risk due to other medical conditions but has not been exposed or diagnosed	NO LEAVE ELIGIBILITY UNDER FFCRA	
Employee is not working due to company layoff	NO LEAVE ELIGIBILITY UNDER FFCRA – EMPLOYEE CAN APPLY FOR UNEMPLOYMENT	
Employee is not working because worksite is closed under state or local government "shelter in place" or "remain at home" directive	NO LEAVE ELIGIBILITY UNDER FFCRA – EMPLOYEE CAN APPLY FOR UNEMPLOYMENT	