



Q1, LLC

REQUEST FORM FOR EFMLA LEAVE OR PAID SICK LEAVE

Employee Name: _____ Date of Request: _____

Department: _____ Job Title: _____

I am requesting to use Paid Sick Leave (up to 80 hours) and am unable to work or tele-work for the following reason:

- _____ 1. I am subject to a Federal, State, or Local quarantine or isolation related to COVID-19;
- _____ 2. I have been advised by a health care provider to self-quarantine related to COVID-19;
- _____ 3. I am experiencing COVID-19 symptoms and I am seeking a medical diagnosis;
- _____ 4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- _____ 5. I am caring for a child whose school or place of care is closed or unavailable for reasons related to COVID-19;
- _____ 6. I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services

I am requesting this Paid Sick Leave to leave to begin on _____

I am requesting to use Expanded Family Medical Leave and am unable to work or tele-work for the following reason:

- _____ 1. I am subject to a Federal, State, or local quarantine or isolation related to COVID-19;
- _____ 2. I have been advised by a health care provider to self-quarantine related to COVID-19;
- _____ 3. I am experiencing COVID-19 symptoms and I am seeking a medical diagnosis;
- _____ 4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- _____ 5. I am caring for a child whose school or place of care is closed or unavailable for reasons related to COVID-19;
- _____ 6. I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services

I am requesting this Expanded Family Medical Leave to begin on _____

Employee's Signature

Please send this form along with proof of school/childcare closure or doctor's note to HR cdoyle@q1w.net

Q1, LLC complies with all applicable federal and state labor and employment laws, including the FFCRA. Under the FFCRA, eligible employees are entitled to certain rights, and have certain obligations, with respect to paid leave for certain family and medical reasons related to COVID-19



Q1, LLC

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date April 1, 2020 through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision. Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or childcare unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. [2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

► Qualifying Reasons for Leave Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.



▶ DURATION OF LEAVE

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ CALCULATION OF PAY [3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). [4]

▶ RESOURCES

For additional information or to file a complaint:

1-866-487-9243 | TTY: 1-877-889-5627

dol.gov/agencies/whd