

Families First Act Emergency Paid Sick Leave Supplemental Documentation – for supervisors

The Families First Coronavirus Response Act (FFCRA) offers Emergency Paid Sick Leave options for certain employees impacted by COVID-19. In order to utilize Emergency Paid Sick Leave, employees must provide supplemental documentation related to the reason for leave in addition to requesting their leave in eLeave or the departmental timekeeping system.

Prior to the approval of Emergency Paid Sick Leave for any qualifying reason,* supervisors will reach out to their department or unit HR Consultant, who will collect and store the supplemental documentation. Once documentation is received and reviewed, the HR Consultant will advise the supervisor if leave can be approved.

The below form will be sent via DocuSign to be completed and signed electronically. If DocuSign is not available or is not a viable option to collect the supplemental information, the form can be printed and signed as a hard copy or can be mailed to an employee directly.

The process for submitting Emergency Paid Sick Leave is as follows:

1. The employee identifies the need for leave by submitting a request for leave via eLeave, eTime or their department timekeeping system (please see [“How to use leave options during COVID-19”](#) for specifics on which situations qualify for emergency paid sick leave, and how to enter the reasons into eLeave). Please note that if the employee has available balances, sick, vacation and comp time must be used to supplement Emergency Paid Sick Leave and Expanded FML time, pursuant to the Paid Leave Programs Policy.
2. Prior to approving Emergency Paid Sick Leave for any reason,* the supervisor must contact their HR Consultant to initiate the supplement documentation request.
3. The HR Consultant will request supplemental documentation by sending the “Families First Coronavirus Response Act Emergency Paid Sick Leave Request Form” via DocuSign. If DocuSign is unavailable, or the employee elects not to use DocuSign, the form can be sent via email or regular mail and signed as a hard copy.
4. The employee must fill out and sign the form and return the signed copy to the department HR Consultant via DocuSign, email, fax or regular U.S. Postal Service mail.
5. Once the form is received and reviewed, the HR Consultant will advise the supervisor if Emergency Paid Sick Leave can be approved within the timekeeping system.

* If the employee is requesting leave to care for a son or daughter whose school is closed due to COVID related reasons, the employee should first initiate an FML claim by contacting their [FML administrator](#). The FML administrator will request supplemental documentation from the employee and process the FML claim. The FML administrator will notify the supervisor of the FML approval. Once notified of the approval, the supervisor can proceed with approving Emergency Paid Sick Leave – Other with FML designation in the departmental timekeeping system for weeks 1 and 2. For weeks 3-12, leave should be designated as FML and coded as Emergency Paid Childcare Extension. Once the FML claim is approved, the supervisor is not required to contact the HR Consultant for supplemental documentation, as the FML administrator has already verified the supplemental information. If FML is denied, the employee may still be able to use emergency paid sick leave to care for a child and should follow the standard (non-FML) process for requesting emergency paid sick leave.



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