

Paid Leave Checklist Under the FFCRA

All Requests for Paid Leave Under the FFCRA Should Include:

- 1.) the name of the employee;
- 2.) the dates for which leave is requested;
- 3.) the qualifying reason for leave; and
- 4.) a statement that the employee is unable to work due to the qualifying reason for leave.



Is leave requested due to a federal, state, or local quarantine or isolation order related to COVID-19?

YES →

Employers can further request the name of the government entity issuing the order.

NO



Is leave requested due to:

- self-quarantine from a COVID-19 diagnosis (or suspicion thereof)?
- an attempt to obtain a diagnosis of COVID-19 symptoms?
- the need to care for a family member with COVID-19 symptoms?

YES →

Employers can further request the name of the health care provider offering a diagnosis or recommending self-quarantine.

NO



Is leave requested due to:

- the need to care for a child whose school is closed?
- the need to care for a child whose paid care provider is unavailable due to COVID-19?

YES →

Employers can further request: (1) the name and age of the child; (2) the name of the school or paid child care provider that is unavailable; and (3) a representation that no other suitable individual is available to care for the child.

