

The Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA or the “Act”) was enacted by the Federal Government to require certain employers to provide paid sick leave and expanded Family Medical Leave for specified reasons related to COVID-19. There are two distinct applicable provisions associated with the new law – Emergency Paid Sick Leave Act and Emergency Family Medical Leave Expansion Act. These provisions are applicable from April 1, 2020 through December 31, 2020.

Emergency Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act Poster: [English](#) | [Spanish](#)

**This document is subject to updating. Please refer back as needed. **

EMERGENCY PAID SICK LEAVE ACT (EPSLA)

Eligibility: Who Qualifies

All employees qualify to take paid sick leave under the Emergency Paid Sick Leave Act, if they meet one of the six reasons listed below. EPSLA provides for up to two weeks (80 hours, or a part-time employee’s two-week equivalent) (10 working days).

Reason	Pay
1. subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	100% pay, up to \$511 daily and \$5,110 total
2. been advised by a health care provider to self-quarantine related to COVID-19; <ul style="list-style-type: none">• Supporting medical documentation required	100% pay, up to \$511 daily and \$5,110 total
3. experiencing COVID-19 symptoms and seeking a medical diagnosis; <ul style="list-style-type: none">• Supporting medical documentation required	100% pay, up to \$511 daily and \$5,110 total
4. Caring for an individual subject to an order described in (1) or self-quarantine as described in (2);	Two-thirds (2/3) pay, up to \$200 daily and \$2,000 total
5. Caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or	Two-thirds (2/3) pay, up to \$200 daily and \$2,000 total
6. Experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.	Two-thirds (2/3) pay, up to \$200 daily and \$2,000 total

Duration/Pay:

As stated above.

Eligible employees who have unused, earned leave may elect to off-set EPSLA leave.



EMERGENCY FAMILY MEDICAL LEAVE EXPANSION ACT (EFMLEA)

Eligibility: Who Qualifies

All employees qualify to take paid sick leave under the Emergency Family Medical Leave Expansion Act, if they have been employed with the District at least 30 calendar days prior to their first requested day of leave.

Criteria: Childcare Needs

Employee is caring for his/her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

Duration/Pay:

Up to 12 weeks of expanded family and medical leave. The first two weeks are unpaid leave and the remaining 10 weeks are paid at two-thirds (2/3) pay, up to \$200 daily and \$10,000 total.

Eligible employees who have unused, earned leave may elect to off-set EFMLEA leave.

PROCESS TO REQUEST LEAVE

Step 1: Employee must complete one or more the following documents, depending on the type(s) of leave requested:

- a) [Request for Leave Form \(D07-A\)](#)
- b) [Request for Emergency Paid Sick Leave Act Form \(D07-C\)](#)
- c) [Request for Emergency Family Medical Leave Expansion Act \(D07-D\)](#)
- d) [Election of Leave Benefits with Families First Coronavirus Response Act](#)

Step 2: Submit applicable forms to Employee Benefits Leave Office:

<p><u>Mailing Address:</u></p> <p>San Antonio I.S.D. Attention: Employee Benefits 141 Lavaca St. San Antonio, Texas 78210</p> <p><u>E-Fax:</u> (210) 228-3145</p>	<p><u>Via Email to Your Leave Clerk:</u></p> <p><i>Employees with Last Names A-K</i> Lorena (Lorraine) Herrera LHerrera6@saisd.net (210) 554-8668</p> <p><i>Employees with Last Names L-Z</i> Monica Arce MArce3@saisd.net (210) 554-8671</p>
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Step 3: Employee Benefits/Leave Clerk will reach out to the employee to review the request, documentation and any other forms.

