



COVID-19 PTO/FMLA FORM

Company: _____

Employee: _____ Beginning Date of Leave: _____

Employee (select ONE and answer related questions):

- 1. Is subject to a Federal, State, or Local Quarantine or Isolation Order related to COVID-19. (T&P Client Earning Code: CRASL)

Name of Government Entity: _____

- 2. Has been advised by a Health Care Provider to Self-Quarantine for reason related to COVID-19. (T&P Earning Code: CRASL)

Name of Health Care Professional: _____

- 3. Is experiencing COVID-19 Symptoms and is seeking a medical diagnosis. (T&P Client Earning Code: CRASL)

- 4. Is caring for an individual subject to an order described in 1 or 2. (T&P Client Earning Code: CRADC)

Name of Government Entity or Health Care Provider: _____

- 5. Is caring for his or her child whose school or place of care is closed (or childcare provider is unavailable). (T&P Client Earning Code: CRACL)

Name and Age of Child(ren): _____

School/District and/or Name of Unavailable Childcare Provider. _____

Is any other person providing care for the child(ren) during this period?

YES ___ No ___

If child is over 18 years of age, explain special circumstances requiring employee to provide care: _____

- 6. Is experiencing any other substantially similar condition specified by the U.S. Dept. of Health and Human Services.

Employee Signature: _____ Date: _____

4 CODES FOR FAMILIES FIRST CORONAVIRUS RESPONSE ACT (Effective 4/1/2020)

Please note these are for wages related to hours worked 4/1/2020 through 12/31/2020

EMERGENCY PAID SICK LEAVE

CRASick and CRACare

Earning Code	Earning Type	Benefit/Limits
CRASL	CRA Sick Leave	Employees taking leave will be paid at their regular rate up to \$511 per day and a maximum of \$5,110 (for 80 hours)

Description of Benefit: Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay when the employee is unable to work because they are **(1)** infected with the virus, **(2)** quarantined because of Federal, State or local government order or advice of a health care provider), or **(3)** experiencing COVID-19 symptoms and seeking a medical diagnosis

Reasons for Leave: An employee qualifies for this benefit if the employee is unable to work (or telework) 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; or **(3)** is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Earning Code	Earning Type	Benefit/Limits
CRADC	CRA Dep Care	Employees taking leave will be paid at 2/3 their regular, up to \$200 per day and a maximum of \$2,000 (for 80 hours)

Description of Benefit: 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 **(1)** the need to care for an individual subject to quarantine or **(2)** 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.

Reasons for Leave: An employee qualifies for this benefit if the employee is unable to work (or telework) because the employee **(1)** is caring for an individual diagnosed/quarantined with COVID-19 symptoms or **(2)** is caring for a child whose school or childcare provider is closed or unavailable due to COVID-19

EMERGENCY PAID FAMILY AND MEDICAL LEAVE

Earning Code	Earning Type	Limits
CRACL	CRA Child Leave	After first two weeks of CRACare: Employees taking leave will be paid at 2/3 their regular rate of pay up to \$200 per day and \$10,000 maximum (10 weeks of paid expanded family and medical leave)

Description of Benefit: Up to 10 weeks of leave paid childcare leave at 2/3 the employee's regular rate of pay. First two weeks of this benefit is paid by the **CRACare** benefit above.

Reason for Leave: An employee qualifies for paid sick time if they are unable to work (**or telework**) because 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

INSURANCE

Earning Code	Earning Type	Limits
CRAIC	Memo CRA Ins Cr	This is to record some insurance-related expenses that are also eligible for the tax credit.