



Request for Families First Coronavirus Response Act (FFCRA) Leave Expanded FMLA for Child Care

Employee Name: _____

Employee Job Title: _____

Circle One: New Application / Reapplication

List all other adults in your household:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

List children in your household:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

My child(ren)'s school is closed due to COVID-19

Child(ren)'s Names: _____

School Name: _____

My child(ren)'s childcare provider is closed, unavailable, or operating on a reduced capacity/schedule due to COVID-19

Child(ren)'s Names: _____

Childcare Provider: _____

Description of the circumstances resulting in the need for leave:

Date Leave Will Begin: _____ Anticipated End Date: _____ Intermittent Leave: Yes/No

I certify that no other suitable person will be caring for my son or daughter during this leave.

Employee Signature/Date

Supervisor Signature/Date

Manager Signature/Date

Deputy Assistant Director and/or
Assistant Director

Associate Director and/or Director Signature/Date

HR Director/Designee Signature/Date

FFCRA Process

Employees whose childcare FMLA certifications are approved will be required to initiate FMLA claims and report their usage hours to Sedgwick (1-888-436-9530, employee portal: <https://timeoff.yorkrisk.com/>). FFCRA entitles employees to be paid 2/3 of their regular rate for leave approved for this childcare purpose. Employees may supplement the other 1/3 by using other accrued leave (e.g., vacation, ppl, comp time, Vacation C-19, etc). Employees should notify their local HR Representative with their leave choice.

Employees will be required to submit a Reapplication/Request for FFCRA every 30 days.

NOTE: The FFCRA guidelines allows for up to 12 weeks (480 hours) of FMLA leave for the COVID-19 childcare. This is not an additional bank of FMLA hours, but an expanded set of eligibility criteria. Each employee still only has a total of 480 hours total of FMLA for the 12-month period.