

Emergency Paid Sick Leave and Expanded Family and Medical Leave Request Form

Families First Coronavirus Response Act (FFCRA) - April 1, 2020 to December 31, 2020

Individuals employed by the County of Kern may be eligible for new leaves under the Families First Coronavirus Response Act (FFCRA), beginning April 1, 2020. All employees may request **Emergency Paid Sick Leave** and individuals employed as of March 2, 2020 or for at least 30 days may request **Expanded Family and Medical Leave**. An employee may qualify for one or both types of leaves, depending on that individual's circumstances. See Kern County FFCRA Implementation Policy for additional requirements.

Employee Name _____ Employee ID # _____

E-mail _____ Daytime Phone _____

Leave Start Date _____ Anticipated Leave End Date _____ Intermittent ☐ Y / ☐ N

Name of Child _____

Name of School/Place of Care or Child Care Provider _____

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Emergency Paid Sick Leave

You are entitled to paid sick leave if you are unable to work or telework due to a qualifying reason related to COVID-19 (see Kern County FFCRA Implementation Policy).

☐ I am caring for a son or daughter because the school or place of care has been closed or the childcare provider is unavailable due to COVID-19 precautions.

☐ I have previously used _____ hours of my allotted Emergency Paid Sick Leave for other reasons.

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Expanded Family and Medical Leave

You are entitled to expanded family and medical leave to care for your child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19-related reasons (see Kern County FFCRA Implementation Policy). If an employee has used all or a portion of their allotted Paid Sick Leave for other reasons, the first two weeks or a portion of the first two weeks of EFMLA will be unpaid unless they use their own accrued paid leave.

I certify under penalty of perjury that the basis of my request is true and factual and understand that any untrue statements or falsification of supporting documentation related to this leave request may be subject to disciplinary action, up to and including termination.

(initial)

I understand that, notwithstanding Kern County Ordinance Code section 3.08.510 (c), overtime exempt employees may use FFCRA leave intermittently in increments of less than eight hours.

(initial)

Employee Signature

Date