

Emergency Paid Sick Leave Request Form

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

Individuals employed by Kern County may be eligible for new leaves under the Families First Coronavirus Response Act (FFCRA), beginning April 1, 2020. All employees not excluded as a first responder or health care worker may request **Emergency Paid Sick Leave**. 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

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). **Check One:**

- ☐ I am subject to federal, state, or local quarantine or isolation order related to COVID-19
Name of government entity issuing the order: _____
- ☐ I have been advised by a health care provider to self-quarantine due to COVID-19 related concerns
Name of health care provider advising the self-quarantine: _____
- ☐ I am experiencing symptoms of COVID-19 and seeking a medical diagnosis
- ☐ I am caring for an individual who:
(1) is subject to federal, state, or local quarantine or isolation order related to COVID-19
Name of government entity issuing the order: _____
or
(2) has been advised by a health care provider to self-quarantine due to COVID-19 related concerns
Name of health care provider advising the self-quarantine: _____
- ☐ I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

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 information 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