



FFCRA Emergency Paid Leave Absence Tracking Worksheet

NOTE TO EMPLOYER : Effective April 1, 2020, employers with less than 500 employees are required to comply with the Families First Coronavirus Response Act (FFCRA). This includes both Emergency Paid Sick Leave (EPSL) and paid leave under the Emergency Family and Medical Leave Expansion Act (EFMLA), unless exempted.

Additional details and information on FFCRA are available on the Fuel Medical COVID-19 Resource Center.

This sample form is intended for the primary purpose of internal HR/Payroll to track qualifying absences for FFCRA paid sick leave and EFMLA paid leave and can be modified to fit your needs.

Employer should fill in required data in highlighted cells. Please refer to cell notes for instructions.

Employee Name: _____

Reason for Emergency Paid Sick Leave (select only one):

- (1) employee's quarantine or isolation order related to COVID-19
- (2) employee's self-quarantine as advised by a health care provider due to concerns related to COVID-19
- (3) employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
employee is caring for another individual subject to quarantine or isolation order or advised to
- (4) self-quarantine by a health care provider
employee is caring for son or daughter as a result of the child's school closing or child care provider
- (5) being unavailable
employee is experiencing any other substantially similar condition specified by the Secretary of Health
- (6) and Human Services

Calculate Daily Emergency Paid Sick Leave Amount:

\$ - Employee's daily pay rate
 \$ - Regular rate of pay (hourly rate)
 Employee's average number of daily hours worked in a 2 week period

Employee's daily paid sick leave amount per day for reasons 1 - 3 above,
 up to \$511 (\$5,110 total)

Employee's daily paid sick leave amount per day for reasons 4 - 6 above, 2/3 of employee's regular
 pay, up to \$200 (\$2,000 total)

Use of Emergency Paid Sick Leave (may not exceed 10 workdays or 80 hours):

Date	Amount	Date	Amount
(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	

(5)		(10)	
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EFMLA Eligibility (up to 12 weeks expiring on December 31, 2020):

BOTH of the following must apply:

1. Employee must be employed for at least 30 days
2. Employee is caring for his/her son or daughter as a result of the child's school closing or other child care being unavailable.

Emergency paid sick leave will provide compensation to the employee for the first two weeks of leave, unless the emergency paid sick leave was already used for a reason other than #5 above, or unless the employee chooses to substitute other accrued paid time available.

Eligible employee is entitled to an additional 10 weeks of leave (to be used prior to December 31, 2020) at 2/3 of the employee's regular pay, up to \$200 per day (\$10,000 total).

Calculate Daily EFMLA Paid Leave Amount:

\$	-	Employee's daily pay rate
	\$	- Regular rate of pay (hourly rate)
		Employee's average number of daily hours worked in previous 6 months If employed less than 6 months, average number of daily hours scheduled.
\$	-	Employee's daily paid leave amount per day, 2/3 of employee's regular pay, up to \$200 (\$2,000 total)

Use of EFMLA Paid Leave (may not exceed 12 weeks, must be used before 12/31/2020):

Date	Amount	Date	Amount
(1)		(26)	
(2)		(27)	
(3)		(28)	
(4)		(29)	
(5)		(30)	
(6)		(31)	
(7)		(32)	
(8)		(33)	
(9)		(34)	
(10)		(35)	
(11)		(36)	
(12)		(37)	
(13)		(38)	
(14)		(39)	
(15)		(40)	
(16)		(41)	
(17)		(42)	
(18)		(43)	
(19)		(44)	
(20)		(45)	
(21)		(46)	
(22)		(47)	
(23)		(48)	
(24)		(49)	
(25)		(50)	

Total amount of Emergency Paid Sick Leave: \$ -

Total amount of EFMLA Paid Leave:

\$ -

This sample document is only an example and is based on the laws in effect at the time it was written. Fuel Medical Group does not make any representations or warranties regarding the appropriateness or prudence of using this information for any particular individual or situation. Your company should add, delete, or modify the content of this document as needed to suit your purposes. This material is for your information only and should not be construed as legal advice. In some circumstances it may be advisable to have legal counsel review final documents prior to implementation.

[SOURCE: https://www.mranet.org/resource/ffcra-emergency-paid-leave-absence-tracking-worksheet](https://www.mranet.org/resource/ffcra-emergency-paid-leave-absence-tracking-worksheet)