

**Families First Coronavirus Response Act (FFCRA)
Overview of Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA) Chart**

	EPSLA	EFMLEA
Who is eligible?	All Department of Education (DOE) employees unable to work or telework that are scheduled to work.	All DOE employees unable to work or telework that are scheduled to work with at least 30 calendar days of continuous employment prior to taking leave.
When may leave be used?	<p>Qualifying Reasons:</p> <ol style="list-style-type: none"> 1. An employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (<i>eligible for full pay</i>); 2. An employee has been advised by a health care provider to self-quarantine related to COVID-19 (<i>eligible for full pay</i>); 3. An employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (<i>eligible for full pay</i>); 4. An employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2) above (<i>eligible for 2/3 pay*</i>); 5. An employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons (<i>eligible for 2/3 pay*</i>); or 6. An employee is experiencing any other substantially-similar condition specified by the Department of Health and Human Services (<i>eligible for 2/3 pay*</i>). <p><i>*Note: May supplement 1/3 of their own paid leave (vacation, sick, comp time)</i></p> <p><i>(For qualifying reasons #1-#3, entitled to a maximum of \$511 per day, or \$5,110 total over the entire 2 week period of EPSLA leave.)</i></p> <p><i>(For qualifying reasons #4 & #5, entitled to a maximum of \$200 per day, or \$2,000 over the entire 2 week period of EPSLA leave)</i></p>	<p>Qualifying Reason:</p> <ol style="list-style-type: none"> 5. An employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons (<i>eligible for 2/3 pay*</i>). <p><i>*Note: May supplement 1/3 of their own paid leave (vacation, sick, comp time)</i></p> <p><i>(Entitled to a maximum of \$200 per day or \$10,000 for the 10 weeks of EFMLEA leave)</i></p>

Continued...	EPSLA	EFMLEA
How much leave may be taken?	Up to 10 days within the first 2 weeks of paid leave in full-day increments	Up to 10 additional weeks (equivalent to 50 workdays) of paid leave in full-day increments at 2/3 pay and may supplement 1/3 of their own paid leave (vacation, sick, comp time if available). <i>Note: EFMLEA is to be used concurrently with Family and Medical Leave Act (FMLA) when FMLA or EFMLEA is first taken for the year for a total of 12 weeks combined.</i>
How may leave be taken?	<ul style="list-style-type: none"> • Continuously for the first 2 weeks for qualifying reasons #1 - #4, and #6 in full-day increments • May be taken continuously or intermittently for the first 2 weeks for qualifying reason #5 only in full-day increments 	<ul style="list-style-type: none"> • May be taken continuously or intermittently in full-day increments
Forms to submit to: Office of Talent Management (OTM), Employee Records and Transaction Section	Form DOE G-1 or Form DOE OTM 300-001 <ul style="list-style-type: none"> • EPSLA-100 (leave code 85); and New Form DOE OTM 300-030 • EPSLA-66.7 (leave code 86) + G-1 or Form DOE OTM 300-001 for sick/vac/comp if supplementing 1/3 paid leave; and New Form DOE OTM 300-030 Health care provider documentation certifying for qualifying reasons #1 - #4.	Form DOE G-1 or Form DOE OTM 300-001 <ul style="list-style-type: none"> • EFMLEA-66.7 (leave code 88) + G-1 or Form DOE OTM 300-001 for sick/vac/comp if supplementing 1/3 paid leave; and New Form DOE OTM 300-030

For questions, contact OTM - Employee Records and Transactions Section

Families First Coronavirus Response Act (FFCRA) Leave Code Chart

Families First Coronavirus Response Act (FFCRA):	Type of Leave on Leave Request Form	TnA Leave "Drop Down" Menu	TnA Form 7 Code	TnA Form 7 Legend	SFE/TSEAS/ Form DOE G-1 or Form DOE OTM 300-001 Code	% of Pay
Emergency Paid Sick Leave Act	EPSLA - 100	"EPSLA-100"	+	"EPSLA" "100%"	85	100
Emergency Paid Sick Leave Act	EPSLA - 66.7	"EPSLA-66.7"	^	"EPSLA" "66.7%"	86	66.7
Emergency Family and Medical Leave Expansion Act	EFMLEA - 66.7	"EFMLEA-66.7"	\	"EFMLE" "66.7%"	88	66.7