

## EMPLOYEE REQUEST FOR EMERGENCY FAMILY AND MEDICAL LEAVE

Employees requesting Emergency FMLA (EFMLA) pursuant to the Families First Coronavirus Response Act (FFCRA) must complete this form. You must provide as much advance notice as is reasonably practicable. Upon completion of this form, submit it to Human Resources for processing.

<b>Employee Name:</b>	
<b>Employee Home Address:</b>	<b>E-mail:</b>
<b>Home Phone Number:</b>	<b>Cell Phone Number:</b>
<b>Anticipated Begin Date of Leave:</b>	<b>Expected Return to Work Date:</b>
<p><b>Reason for Leave</b> (<i>check all applicable</i>) I am unable to work (or telework) for the following reasons:</p> <p><input type="checkbox"/> I need to care for my son or daughter under age 18 because my child's elementary or secondary school has been closed due to a public health emergency: (Document school closure) _____</p> <p><input type="checkbox"/> I need to care for my son or daughter under age 18 because my child's place of care has been closed due to a public health emergency (Document childcare closure): _____</p> <p><input type="checkbox"/> I need to care for my son or daughter under age 18 because the childcare provider for my son or daughter is unavailable because of a public health emergency. (Document childcare provider unavailable): _____</p>	
<p><b>I will need</b> (<i>choose one</i>):      <input type="checkbox"/> Continuous leave      <input type="checkbox"/> Intermittent leave</p> <p>If your need for leave is intermittent, please describe the nature of your intermittent leave: _____</p>	
<p><b>Substitution of Paid Leave:</b> <i>Pursuant to the FFCRA, the first 10 days of your leave is unpaid, however you may be eligible for emergency sick leave provided through the FFCRA. In the event you are not eligible for emergency sick leave, you are permitted to use available PTO to cover this period. Please indicate if you would like to use PTO during the first 10 days of your absence (if you are not eligible for emergency sick leave) and how many hours you plan to use.</i></p> <p><input type="checkbox"/> PTO (_____ Hrs)</p>	

**I certify that the above information is accurate and complete and have provided the necessary documentation to support of my request for leave. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to contact Human Resources regarding my absence from work beyond such scheduled date of return, my employer may take corrective action.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Human Resources Signature** **Date:** \_\_\_\_\_

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