



Families First Coronavirus Response Act (FFCRA) Leave Request Form

Families First Coronavirus Response Act Leave Request Procedure

To Request Paid Leave Under the Families First Coronavirus Response Act:

1. Complete the Town of Acushnet Families First Coronavirus Response Act Leave Request Form
 - a. Employee must include supporting documentation such as:
 - i. A doctor's note stating that the employee is caring for someone or experiencing one of the following symptoms with relation to COVID-19:
 1. Temperature over 100.4⁰F
 2. Cough
 3. Shortness of breath
 4. Sore throat
 5. Contact with someone who has tested positive or is under review for COVID-19
 - ii. Proof that their child's school/place of care is closed
2. After review, Human Resources will contact the employee and the Department/Division Head of the decision. If approved, the employee will sign the FFCRA Leave Acceptance form.

Please Note

- Provisions under the Families First Coronavirus Response Act apply from April 1, 2020 through December 31, 2020.
- An employee may only take up to 12 weeks total to care for their child whose school or place of care is closed due to COVID-19 related reasons during this timeframe. A child is defined as a dependent that is under the age of 18.
- If an employee is taking leave for reasons 1-4 on the request form, they may use their own sick, vacation or personal time after their two weeks of Emergency Paid Leave has been exhausted.
- Employees may only take up to two weeks (or ten days) of paid sick leave for any combination of qualifying reasons. The total number of hours for which employees receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act. The two-week period is prorated for part-time and full-time employees who have regular schedules less than 80 hours per week.