

December 2, 2020

As the number of COVID-19 cases increase, it is extremely important that you as an employer know what you can and cannot require an employee to provide as it relates to the Families First Coronavirus Response Act (FFCRA) and the associated emergency paid leaves. Below is a breakdown of what information is required from an employee and what is optional. If an employee is willing to supply the information, that is great! If not, we cannot require anything to be provided. Please reach out to your HR Account Manager should you have additional questions or concerns.

Reason No. 1: Government-issued quarantine or isolation order

- Name of government entity that issued the order *(required)*
- Copy of the order *(optional)*

Reason No. 2: Health care provider's advice to self-quarantine

- Name of health care provider who gave this advice *(required)*
- A note from the health care provider containing this directive *(optional)*

Reason No. 3: Employee has symptoms of COVID-19 and is seeking a diagnosis

- Identification of COVID-19 symptoms the employee is experiencing *(optional)*
- Whether the employee has had any recent travel and any known exposure to a person who tested positive *(optional)*
- Medical diagnosis once obtained, supported by health care provider's note *(optional)*
- Note from the health care provider if employee is advised to self-quarantine *(optional)*

Reason No. 4: Employee is caring for an individual subject to a government-issued quarantine or isolation order or health care provider's advice to self-quarantine

- Name of governmental entity ordering quarantine or isolation order OR name of health care provider advising self-quarantine *(required)*
- Name of the individual for whom the employee is providing care *(required)*
- The relation of the individual to the employee *(required)*
- Copy of governmental order OR copy of health care provider's advice *(optional)*

Reason No. 5: Employee is caring for his or her child whose school or place of care is closed or whose child care provider is unavailable

- Name and age of each child the employee is caring for *(required)*
- Name of school or place of care that is closed OR name of child care provider who is unavailable *(required)*

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- Written communication from or notice of closure posted on the website by the school or place of care for reasons related to COVID-19 (*optional*)
- Written communication from the child care provider regarding his/her unavailability to provide child care for reasons related to COVID-19 (*optional*)
- Statement by the employee that no other suitable person will be caring for the child during the period of leave (*required*)
- For a child age 14 or older, a statement that special circumstances exist that require the employee to care for the child during daylight hours (*required*) and a description of such special circumstances (*optional*)
- For a child age 18 or older, a statement that the child (1) has a physical or mental disability and (2) is incapable of self-care because of this disability (*required*) and the certification of the disabled adult child's health care provider (*optional*)