

HR receives request for LOA.

**Is LOA covered by Families First Act?** (reasons below)

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

YES

NO

**Determine which Families First request form to send EE**

- EFMLA : only for school/daycare closures (#5)
- EPSL : for all other reasons outside of school closures

**Send appropriate request form to EE and ask for supporting documentation. Issue deadlines and follow up each day.**

EPSL  
Approved

EFMLA  
Approved

- HR send EE approval letter and benefit premium letter.
- Update LOA Tracking SS.
- HR enters FF-PSL codes in timecard. 80 hrs max for FF-PSL.

**EE returns after 80 hours are used?**

YES

NO

Inform Laura so we start collecting arrears.  
**All set!**

HR needs updated documentation from EE.  
Then see NO box above.

- HR send EE approval letter and benefit premium letter.
- Update LOA Tracking SS.
- HR enters codes in timecard based on EE choice for first two weeks. 80 hrs max for FF-PSL.
- HR enters FF-FMLA code in timecard after first two weeks.

**EE returns after approved through date?**

YES

NO

Inform Laura so we start collecting arrears.  
**All set!**

- HR needs updated documentation from EE to extend LOA.
  - Approve with updated documentation
  - or deny extension, then see NO box above.

**Determine what can cover this leave (unpaid, PTO, PMLA, regular FMLA)**

- **If regular FMLA:** Submit BASIC claim and email BASIC documents to EE. Update LOA Tracking SS to share with CCs.
- **If PMLA:** HR enter code in timecard. Update LOA Tracking SS to share with CCs.
- **If PTO or Unpaid:** Inform EE that they will be placed on COBRA until they return to work. HR enter timecard codes as appropriate. HR submit Infinisource and handle Maxwell portal. Update LOA Tracking SS to share with CCs.