**EMPLOYEE INSTRUCTIONS FOR REQUESTING AND USING LEAVE UNDER THE**

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**

Only employees for whom work is available but who are unable to work or telework are potentially eligible for leave under the FFCRA. In order to receive paid leave under the FFCRA, you must complete the Employee Request for Leave under the Families First Coronavirus Response Act (FFCRA) for each qualifying need for leave. **Employees using leave under the FFCRA will have their work schedule changed to 5 days per week/8 hours per day for the entire duration of the FFCRA leave.**

1. Notify your supervisor of your need for leave through your regular notification process.

2. Fully complete and electronically submit the request form to the Office of Human Resources (OHR) at \_DOA-HR-BENEFITS-STAFF. When you become aware of your need for leave, submit the form and any other required documentation as soon as possible, but no less than 3 working days prior to the beginning of the approved leave.

3. If you are requesting intermittent leave to care for your child whose school or care provider is unavailable, you first must submit to your supervisor a request for a fixed intermittent work/leave schedule to be followed *for the duration* of the EFMLA leave. To be considered, your intermittent leave must be for no less than four hours each day. If your supervisor recommends approval of the requested work/leave schedule, you should include the recommendation when submitting your leave request form to OHR for review and processing.

4. For leave approved under the FFCRA, time entries require special coding which will be entered for you by designated timekeepers. Follow normal leave entry procedures, for all regular leave requests. You will receive a copy of this information via email in order to review your time for accuracy and timely certification.

5. Notify your supervisor as soon as possible if your need for leave changes or you no longer have a qualifying need for leave under the FFCRA.