

**Families First Coronavirus Response Act
Expanded Family and Medical Leave Supervisor Checklist**

The Families First Coronavirus Response Act allows up to 12 weeks of Expanded Family and Medical Leave (EFML) to an employee who is caring for a child whose school or place of care is closed (or child care provider is unavailable) due to Coronavirus Disease 2019 (COVID-19) related reasons.

DOCUMENTATION REQUIRED

- Employee's name;
- Date(s) for which leave is requested;
- Qualifying reason for the leave (care for child);
- Oral or written statement that the Employee is unable to work because of the qualified reason for leave.
- Name of the Son(s) or Daughter(s) being cared for;
- Name of the School, Place of Care, or Child Care Provider that has closed or become unavailable;
- AND**
- An oral or written statement that no other suitable person will be caring for the Son(s) or Daughter(s) during the period for which the Employee takes Paid Sick Leave or EFML.

Note: Any and all documentation related to a request for EFML must be maintained locally for four (4) years. **Supervisors must document in writing any required information provided orally by an employee.**

GUIDANCE

Eligibility:

- An employee must have been employed by the Postal Service for 30 days or more to qualify prior to the request for EFML.
- Employees are only entitled to 12 weeks of Family and Medical Act Leave (FMLA) leave per year, regardless of reason. If an employee has already exhausted their FMLA leave for the year, they are not entitled to take EFML for this new qualifying reason.

Pay:

- The first two weeks (usually 10 days) of EFML are unpaid unless the employee elects to substitute other accrued leave or Emergency Paid Sick Leave.
- After this initial period, remaining leave for this qualifying reason is partially paid at 2/3 the employee's regular rate, but is capped at \$200/day, or \$10,000 in the aggregate.
- With supervisor approval, EFML may be taken intermittently. However, in the absence of an agreement between the supervisor and the employee for the employee to use his or her EFML intermittently, the employee must be permitted to take the EFML all at once.