

Families First Coronavirus Response Act Emergency Paid Sick Leave (EPSL) - Job Aid for Managers



You have received an EPSL Form and supporting documentation (if applicable) from an employee.

Does employee meet one of the provisions listed below?



Employee

1. received quarantine or isolation order
2. health care provider recommends self-quarantine
3. experiencing symptoms & waiting for diagnosis



Employee is

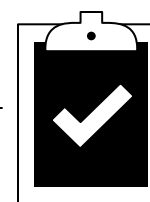
4. caring for another under quarantine or isolation order
5. caring for a child incapable of self-care while school or child care is unavailable
6. experiencing substantially similar condition as specified by the Federal HHS



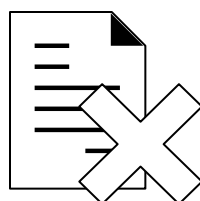
Yes, employee qualifies.



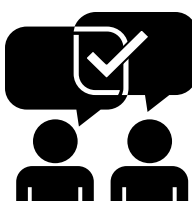
Notify employee of approval.
NOTE: if caring for a child was the reason, the employee may also be eligible for expanded FML.



Approve EPSL in Kronos



No employee does not qualify



Notify employee of the valid reason for denial