The employee is unable to work due to one of the following reasons and is unable to Telecommute:

The employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age (or over 18 years of age and disabled) of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency. Child care provider means a provider who provides child care services on a regular basis or as defined in 42 U.S.C. 9858n.

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**Employee would need to use applicable Leave Balances, If approved**

**Has the employee been employed for at least 30 days?**

- **No**

  - **Employee will be coded LWO for first 2 weeks**

- **Yes**

  **Has employee used 480 hours of FMLA in the past rolling 12 months?**

  - **Yes**

    - **Employee is not eligible for Expanded FMLA.**

  - **No**

    **Does employee want to be paid for first 2 weeks?**

    - **No**

      - **Employee will be paid FFCRA Family Leave for the remaining 10 weeks.**

    - **Yes**

      **Employee can elect to be coded “CVD” or use accruals for first 2 weeks**

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**Employee will be paid FFCRA Family Leave for the remaining 10 weeks.**

Employees who take expanded FMLA (FMC) to care for a son or daughter will be paid at two-thirds of their normal wage, or the federal minimum wage, whichever is greater.

Expanded FMLA (FMC) is capped at **$200 per day** and **$2,000 in the aggregate** for leave taken.