

Emergency FMLA and Emergency Paid Sick Leave (Eff. 4/1/2020)

	Emergency FMLA	Emergency Paid Sick Leave
Who is eligible?	<ul style="list-style-type: none"> Employees with more than 30 days of service who cannot work or telework who meet the qualifying need 	<ul style="list-style-type: none"> All employees who cannot work or telecommute who meet the qualifying need
Qualifying need based on public health emergency	<ul style="list-style-type: none"> Need to care for your child if the child's school or place of childcare has been closed or the childcare provider is unavailable, due to a public health emergency.** 	<ul style="list-style-type: none"> Are subject to a federal, state, or local quarantine or isolation order related to COVID-19* Have been advised by a health care provider to self-quarantine* Are awaiting a medical diagnosis while experiencing symptoms of coronavirus* Care for a person with coronavirus exposure or symptoms or to care for your child if the child's school or place of childcare has been closed or the childcare provider is unavailable, due to a public health emergency.**
Amount of paid leave	<ul style="list-style-type: none"> Up to 10 weeks paid leave (after application for Emergency Paid Sick Leave) 	<ul style="list-style-type: none"> Up to 10 days paid leave

*If you are a full time employee and your emergency paid sick leave request is approved by the Office of Human Resources, you will be paid for up to ten (10) calendar days of work. If you are a part-time employee and your emergency paid sick leave request is approved by the Office of Human Resources, you will be paid for the average number of hours you work in a two-week period.

**Federal law provides for 2/3 regular pay for expanded FMLA leave or Emergency Paid Sick Leave related to the care of others, employees approved for this leave can use their own accrued leave time (sick and vacation) for the additional 1/3 of pay. If you are a part-time employee, you will be paid for the average number of hours you work in a two-week period at 2/3 regular pay.

To request Expanded FMLA or Emergency Paid Sick Leave, please contact Joey Newport in Employee Benefits at joey.newport@indstate.edu or 812-237-4150 to request application materials.

The information provided is based on the best information available on the date approved. Given the developing nature of federal and state requirements on implementation of the Families First Coronavirus Response Act, the information is subject to change without notice to employees. ISU reserves the right to evaluate each request for leave based on legal requirements in place at the time the request is made.