

Davis School District

**Families First Coronavirus Response Act
Request for Emergency Paid Sick Leave/Expanded Family Medical Leave**

In compliance with the *Families First Coronavirus Response Act*, effective April 1, 2020, Davis School District employees may request up to 10 days of Emergency Paid Sick Leave and up to 12 weeks of Expanded Family Medical Leave if he/she meets the following qualifying condition:

“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 of such employee if the school or place of care has been closed, or the paid child care provider of such a son or daughter is unavailable, due to a public health emergency, COVID-19.”

Employees taking leave under this provision will receive 2/3 of their daily rate of pay, capped at a maximum of \$200 per day. (The first ten days will be considered Emergency Paid Sick Leave. Up to ten additional weeks may be paid as Expanded Family Medical Leave.)

Employees requesting Emergency Paid Sick Leave and Expanded Family Medical Leave and who meet the criteria outlined above should complete and submit this form.

Employee Name:

Employee ID:

Work Location:

Position:

Email Address:

Phone Number:

Date range of leave needed to care for son or daughter whose school or place of care is unavailable due to COVID-19:

Beginning Date:

Projected End Date:

Name of school or paid child care provider that has been closed resulting in employee’s need to care for son or daughter under 18 years of age:

Name and age of child/children needing care:

Please indicate the specific dates and/or days of the week that the school or place of childcare is closed to your children:

Additional Comments:

Employee Signature:

By signing above, I attest that no other suitable person is available to care for my child/children.

Email completed form to: HRFrontdesk@dsdmail.net