

Families First Coronavirus Response Act

(Nothing in this flow chart is intended to replace regular FMLA)

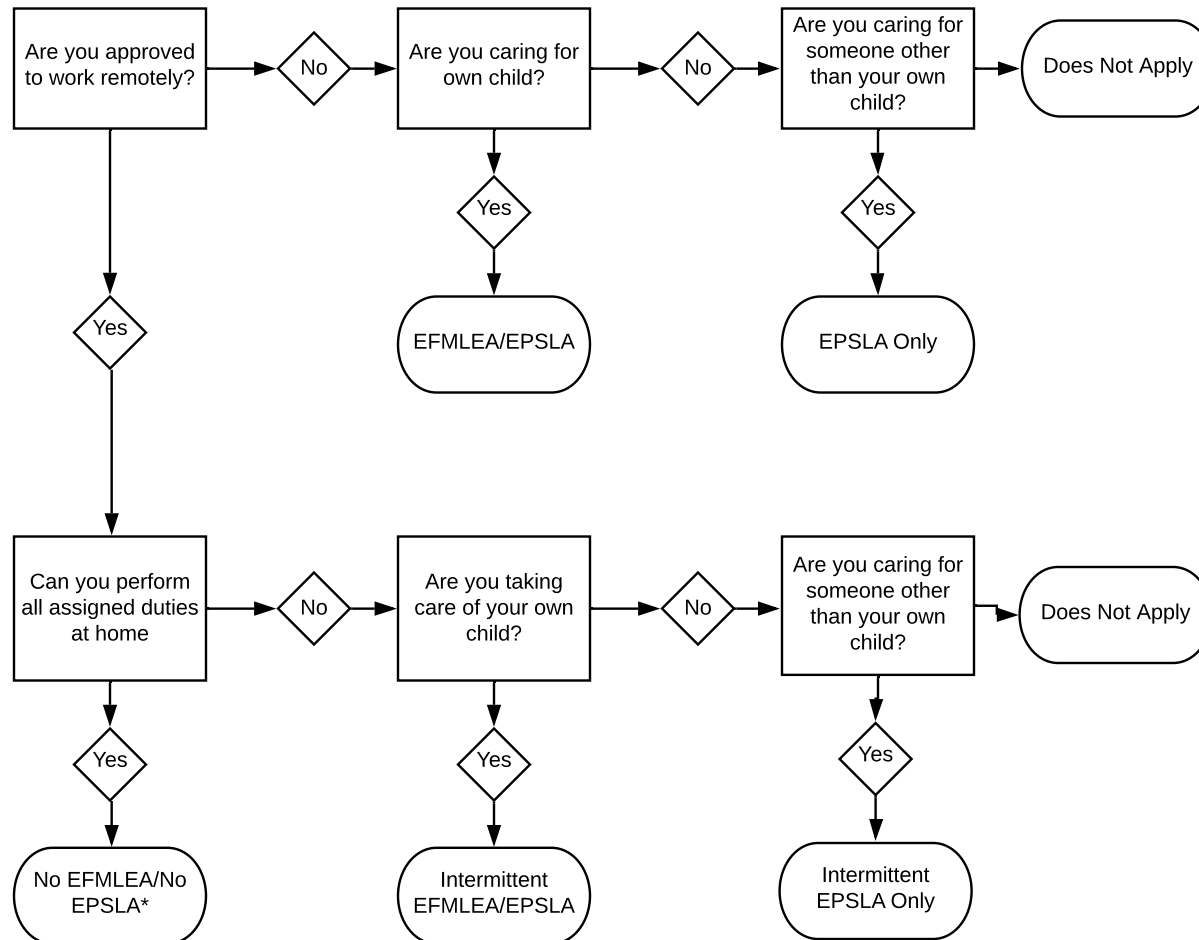
Employee Needs to Take Care of His/Her Own Child or Someone Else due to COVID-19 Virus

Paycodes:

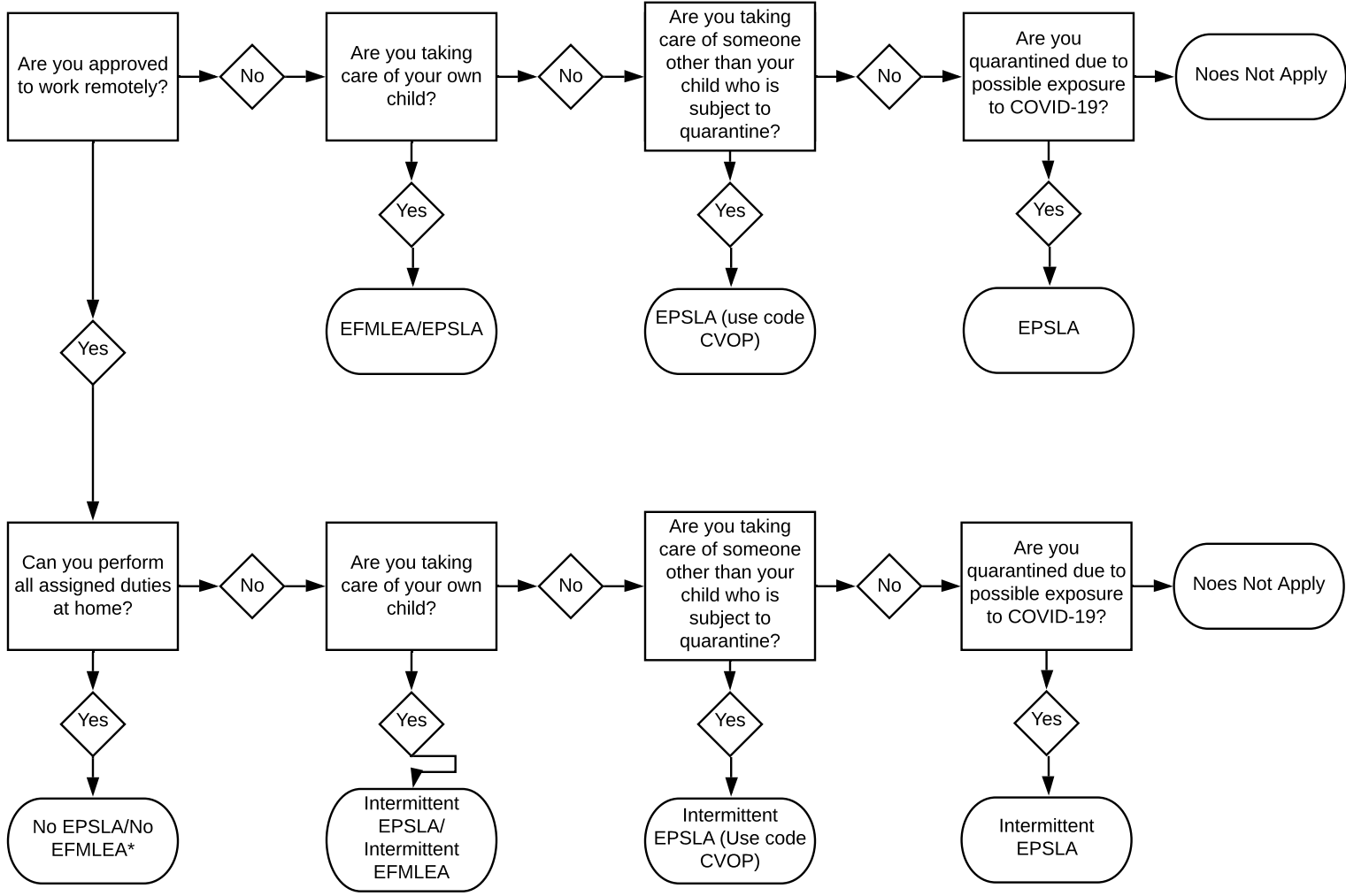
EFMLEA - Used to record work time spent caring for your own child(ren) due to school closure and unavailability of childcare

EPSLA - Used to record any work time you are quarantined and unable to work due to being quarantined for potential exposure to COVID-19

CVOP - Used to record any work time you are unable to work due to taking care of someone else who is quarantined



Employee is Quarantined or is Taking Care of Someone Subject to Quarantine



* Depending on the circumstances, regular FMLA may be triggered