

Instructions for Completing the Request for Leave under Federal Emergency and/or UW COVID-19 Leave Programs

Where to find the documents you need

- You can find copies of the Request for Leave form, this instruction sheet, and frequently asked questions at hr.wisc.edu/covid19/emergency-leave.

Options for completing and submitting the Request for Leave form

- You can download the form and complete it electronically. Be sure to save the completed form on your computer. You can then email the completed form to your Divisional Disability Representative (DDR).
- You can also print out the form and fill it in in handwriting. Please use dark ink and write clearly. You can then scan the form or take a picture of it with your mobile device to create an electronic file.
- Please email the completed form to the DDR in your school, college or division. To find your DDR, visit: employee disabilities.wisc.edu/divisional-disability-representatives-ddr/
- If you are unable to submit your form via email, or need assistance for any reason, please call your DDR.

Getting help with the form

- Please complete as much of the form as you are able. If you cannot complete every section, complete what you can and your DDR will contact you with any questions.
- If you would like to request translation or interpretation services, please call Cultural Linguistic Services (Office of Human Resources) at (608) 265-2257.

Tips for completing the form

- Complete Sections 1 through 6 of the Request for Leave form as completely as you can.
- **Section 2: Reason(s) for Leave Request.** You may have more than one reason for requesting leave. Please be sure to check as many as apply.
- **Section 3: Leave Type(s) and Anticipated Dates Requesting Leave.**
 - Definitions of “continuous leave,” “intermittent leave,” and “reduced work schedule” are provided. If you need help determining which type of leave you are requesting, please contact your DDR.
 - You may be using more than one type of leave, so check as many as apply to your situation.
 - We understand that you may not know the last date you will need leave. Please provide an estimated date for now. This can be adjusted later once your leave needs are clear.
 - For a leave request that begins before May 2 (including a leave that extends beyond May 2), the employee should use the current “Request for Leave under Federal Emergency and/or UW COVID-19 Leave Programs” form. An updated form will be available to use for a leave request that begins on, or after May 2, 2020.
- **Section 4: Information and Documentation Required.**
 - Please note that some reasons for leave require documentation. Depending on your reason(s) for leave, documentation may be required from your health care provider, the health care provider of an individual you are caring for, or both.
 - You do not need to visit your health care provider to request documentation. You can request documentation by phone, email, or virtual appointment, or you can take a screenshot of your online health chart.

- You may submit the documentation with your form or submit it separately. If your reason(s) for leave require you to submit documentation, you must submit that documentation no more than 15 calendar days after your first day of requested leave. Contact your DDR with any questions.

Tips for completing the form, continued

- **Section 5: Pay during Leave.**
 - UW–Madison COVID-19 leave is available until May 1, 2020. After May 1, 2020, you may not receive your full pay during your leave. Use this section to indicate your understanding that the amount of leave you receive under the federal emergency programs may not represent your full pay, and tell us what you like to do in that situation. Check as many as apply.
 - If you have exhausted your paid leave entitlement under the provisions of FFCRA by May 1, 2020, you will not receive any additional paid leave under FFCRA.
 - You can check your accrued leave balances through [MyUW](#) or ask [your local HR contact](#) for assistance.
- **Section 6: Signatures.** If you are completing the form electronically, an electronic signature will be accepted (just type in your name). This form and your signature help UW–Madison meet the requirements of the Federal emergency leave programs under the Families First Coronavirus Response act (FFCRA).

Please see the next two pages for an overview of the federal Families First Coronavirus Response Act (“FFCRA”) and the UW–Madison COVID-19 Pandemic Employee Work Location and Leave Policy.

You may find the background information that follows helpful, but you are not required to review it. No additional action is required other than completing the Request for Leave under Federal Emergency and/or UW COVID-19 Leave Programs (using the instructions above) and providing any documentation that is required based on your reason for leave.

If you have any questions or need assistance, [contact your DDR](#).

Background Information

Reason(s) for Leave Requests and Pay Details

The federal emergency leave programs under the Families First Coronavirus Response Act (“FFCRA”) and the [UW–Madison COVID-19 Pandemic Employee Work Location and Leave Policy](#) (“UW COVID-19 leave”) are different programs that are running at the same time until May 1, 2020. UW COVID-19 leave is available to employees who qualify until May 1, 2020. The federal programs continue until December 31, 2020.

If you qualify for leave, your reason(s) for leave may be covered under both programs, or only under one program or the other. Your DDR will use the information you provide to determine which leave program(s) you qualify for. If you qualify for more than one federal leave program, your DDR will choose the leave program that gives you the greatest benefit.

There are two different federal programs providing paid leave under the FFCRA:

- Emergency Paid Sick Leave Act (“EPSLA”)
- Emergency Family & Medical Leave Expansion (“EFMLEA”)

Reason(s) for Leave Request	Pay Details
UW–Madison COVID-19 Leave - Employees who are directed <i>not to report</i> to their workplace because the university has implemented social distancing due to the COVID-19 pandemic, who cannot work remotely, and whose job function is <i>not deemed essential</i>. (Section 2.10 on Request for Leave Form) - Employees who cannot work because of any of the following COVID-19 related reasons: (1) self-quarantine; (2) self-isolation; (3) illness or serious health condition; (4) disability; (5) care of an immediate family member for reasons of quarantine, isolation, illness or serious health condition, or disability; (6) care of their child under 18 years of age whose school or daycare facility is closed or whose childcare provider is unavailable; or (7) care of an immediate family member with disabilities or who is elderly and whose care facility is closed. (Sections 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8, and 2.9 on Request for Leave form)	- Paid at the employee’s regular rate of pay until May 1, 2020 - For part-time and temporary employees, the amount of leave is prorated by FTE (Full-time Equivalent) or based on average hours. - After May 1, 2020, COVID-19 leave will no longer be available, but UW–Madison will continue to comply with emergency paid sick leave and paid emergency FMLA leave requirements under FFCRA.
EPSLA for Category I 1. Employee is subject to a governmental quarantine or isolation order due to COVID-19, other than the Wisconsin “Safer at Home” order. (Section 2.1 on Request for Leave form)	- Up to a total of 80 hours of EPSLA - Paid employee’s regular rate - Max of \$511/day - Prorated for part-time - Maximum: \$5,110 in total over the entire EPSLA period - Employees able to use accrued leave per paid leave policies to supplement the amount of EPSLA up to normal earnings if earn more than \$511/day
EPSLA for Category I 2. Employee has been advised by a health care provider to self-quarantine due to COVID-19 related concerns (Section 2.2 on Request for Leave form)	
EPSLA for Category I 3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis (Section 2.3 on Request for Leave form)	

Reason for Leave	Pay Details
EPSLA for Category II 4. The employee is caring for an individual who is subject to a quarantine or isolation order or has been advised to self-quarantine <i>(Section 2.4 on Request for Leave form)</i>	- Up to a total of 80 hours of EPSLA - Paid 2/3 of employee's regular rate - Max \$200 per day - Can use accrued leave per paid leave policies to supplement the amount of EPSLA up to normal earnings - Maximum: \$2,000 in total over the entire two-week period
EPSLA for Category II 5. The employee is caring for a son or daughter if the school the child attends is closed or if daycare is unavailable due to COVID-19 precautions <i>(Section 2.5 on Request for Leave form)</i>	
EPSLA for Category II 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Treasury and Labor. <i>(Section 2.6 on Request for Leave form)</i>	
EFMLEA To care for the employee's son or daughter, who is under 18, if the school the child attends is closed or if daycare is unavailable due to COVID-19 precautions. EFMLEA provides ONE additional qualifying reason for an employee to take leave under the federal FMLA. The existing federal FMLA allows up to 12 weeks of leave (pro-rated for part-time employees) in a calendar year for University staff and in the fiscal year for FAASLI staff. EFMLEA does not provide an additional 12 weeks of FMLA. <i>(Section 2.5 on Request for Leave form)</i>	First 10 days: - Unpaid - May use EPSLA or accrued leave per paid leave policies up to normal earnings - Prorated for part-time Remaining time (up to 10 weeks): - Paid 2/3 of employee's regular rate - Max \$200 per day - Max \$10,000 - Prorated for part-time - May use accrued leave per paid leave policies to supplement up to normal earnings If applying EPSLA for the first 10 unpaid days, the max is \$12,000 in aggregate per employee.