

## INSTRUCTIONS

### FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY PAID SICK LEAVE APPLICATION

#### Application accessibility:

- The FFCRA Emergency Paid Sick Leave Application will be made available via the following methods:
  1. Application will be emailed to all department heads; and,
  2. Application will be available on the Human Resources Department website [www.co.hidalgo.tx.us/humanresources](http://www.co.hidalgo.tx.us/humanresources) Link: COVID-19 Families First Coronavirus Response Act

*(The Families First Coronavirus Response Act is in effect April 1, 2020 through December 31, 2020.)*

#### Application completion:

- Employee requesting Emergency Paid Sick Leave must complete the Families First Coronavirus Response Act Emergency Paid Sick Leave Application and submit their completed application to their department head or the department head designee.
  - Employee must provide a brief explanation of the qualifying reason in the **Description/Explanation of Qualifying Reason Section** of the Families First Coronavirus Response Act Emergency Paid Sick Leave Application.
  - Employees should add the following attachments to their application: Quarantine or Isolation Order, documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 Order, school/daycare closure notices from the school, website, or published in a newspaper, etc.
  - Employees requesting Emergency Paid Sick Leave must sign the Acknowledgement Section of the Families First Coronavirus Response Act Emergency Paid Sick Leave Application.
- Questions regarding the Families First Coronavirus Response Act Emergency Paid Sick Leave Application may be directed to the following:
  - Director of Human Resources Department
  - Assistant Director of Human Resources Department

### Application review and approval:

- Department head or department head designee will receive their staff's completed Families First Coronavirus Response Act Emergency Paid Sick Leave Applications. *(Confidentiality Statement Acknowledgement Form will be required)*
- Department head will review and approve/disapprove the Families First Coronavirus Response Act Emergency Paid Sick Leave Application and share approved applications their timekeepers for leave input.
  - A **new Leave Type titled Emergency Paid Sick Leave will be available in TAAP** for FFCRA approved requests (80 hours maximum – timekeepers will have access to input the number of hours for the Emergency Paid Sick Leave approved by the Department Head)

Department head questions regarding approval of a Families First Coronavirus Response Act Emergency Paid Sick Leave Application may be directed to the following:

- Director of Human Resources Department
- Assistant Director of Human Resources Department

### Submittal to Human Resources Department:

- The original executed applications approved by the department heads must be sent to:

Department of Human Resources – Attention: Erika Reyna, Assistant Director

### Approval Confirmation:

- Employees and the department head will receive email confirmation of the processing of their Emergency Paid Sick Leave request from the Department of Human Resources.