

Employee in need of Leave & unable to work from home

First Option: Use available hours with NU Emergency Administrative Leave by following your regular leave request procedure (160 hours or a prorated amount if part-time)

Employee needs leave & **has used all available hours under NU EADM.**

Use NU Paid Leave Benefits According to Policy
100% Regular rate of pay

FFCRA- EMERGENCY SICK LEAVE

80 HOURS 📄

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Regular rate of pay up to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period. **Employee may choose to supplement the difference with NU leave benefits**

4. I am caring for an individual who is subject to either number 1 or 2.
5. I am caring for my child whose primary or secondary school or place of care has been closed, or my child care provider is unavailable due to COVID-19 precautions; and,
 - a. No other suitable person is available to care for my child
 - b. Special circumstances exist requiring my care for a child ages 15-17.
6. I am experiencing another substantially similar condition specified by the secretary of health and human services

2/3 Regular rate of pay up to a maximum of \$200 per day, or \$2,000 total over the entire paid sick leave period. **Employee may choose to supplement the difference with NU leave benefits**

Employee needs leave & **has used all available hours under FFCRA**

“Standard” FAMILY & MEDICAL LEAVE - 10 WEEKS
Unpaid unless ran concurrently with NU Paid Leave benefits for 100% regular rate of pay 📄

FFCRA- EMERGENCY FAMILY & MEDICAL LEAVE

10 WEEKS 📄

Only for employees who have been employed for 30 days AND are **responsible for caring for a child whose primary or secondary school or place of care has been closed, or a child care provider is unavailable due to COVID-19 precautions;** and,

- No other suitable person is available to care for my child during the requested period of leave.
- Special circumstances exist requiring my need for leave to care for a child ages 15-17.

2/3 Regular rate of pay up to a maximum of \$200 per day, or \$10,000 total over the entire paid leave period. **Employee may choose to supplement the difference with NU leave benefits**