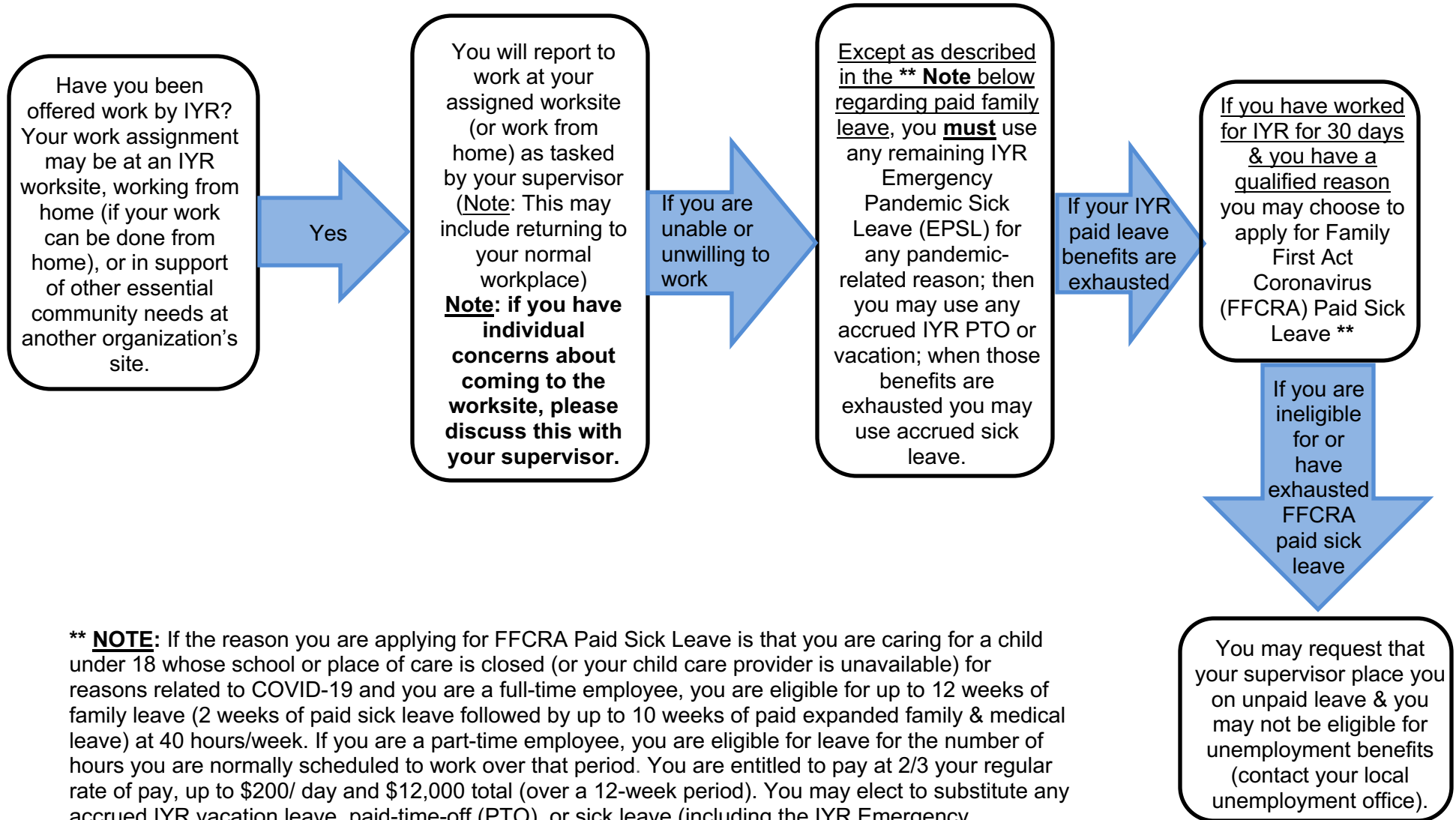


Flowchart of IYR Employee Back to Work & Leave Options

Revised April 13, 2020



**** NOTE:** If the reason you are applying for FFCRA Paid Sick Leave is that you are caring for a child under 18 whose school or place of care is closed (or your child care provider is unavailable) for reasons related to COVID-19 and you are a full-time employee, you are eligible for up to 12 weeks of family leave (2 weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours/week. If you are a part-time employee, you are eligible for leave for the number of hours you are normally scheduled to work over that period. You are entitled to pay at 2/3 your regular rate of pay, up to \$200/ day and \$12,000 total (over a 12-week period). You may elect to substitute any accrued IYR vacation leave, paid-time-off (PTO), or sick leave (including the IYR Emergency Pandemic Sick Leave you were given on March 15) for the first 2 weeks of this partial paid leave.