

Emergency Family & Medical Leave Request Form

Guidance on what a timesheet should look like based on the selection(s) marked on the request form

Note: Emergency FMLA Leave is capped at \$200 day for Gross Wages and \$10,000 for Gross Wages in the aggregate (total gross wages that can be received through the duration of the EFML plan) , as well as a twelve week cap that is combined with FMLA.

Each box below represents the first 3 checkboxes located in the middle of the approved EFML Request Form. If the box is checked on the Request Form, the employee should enter fields listed on the timesheet.

- I acknowledge the first 75 hours I use EFML is unpaid** unless I choose to use available approved EPSL, accrued leave(s), or earned comp time. Enter:
 - TRC = **OLV** (with the appropriate number of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **EPSL20**
 - If using accrued leave(s)
 - TRC = **VAC, SICK, PER, CTKN** (with the appropriate # of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **HLTHER**
- After I have taken 75 hours of EFML** (unpaid or using other leave(s)), additional EFML is paid at 2/3 pay rate, not to exceed \$200 daily and \$10,000 in the aggregate. Please use available leaves in the order stated on the EFML Request Form. (Number the leaves below 1-4 in the order you wish to have them applied.)
 - If using **EFML** at 2/3 pay rate up to \$200 /day
 - TRC = **OLV** (with the appropriate number of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **EFML20**
 - **If my daily rate exceeds the \$200 daily rate and I choose to Augment, contact the payroll department for guidance**
 - TRC = **SICK, VAC, PER, CTKN** (with the appropriate number of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **HLTHER**
 - **If using accrued leave for VAC, SICK , PER, CTKN – this is always paid at 100%**
 - If using **EPSL** at 2/3 pay rate up to \$200 / day
 - TRC = **OLV** (with the appropriate number of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **EPSL20**
 - **If my daily rate exceeds the \$200 daily rate and I choose to Augment, contact the payroll department for guidance**
 - TRC = **SICK, VAC, PER, CTKN** (with the appropriate # of hours)
 - FMLA Request = **FMLA Request ID #**
 - User Field 3 = **HLTHER**
 - I choose **NOT** to apply any other leaves and will receive 2/3 of my pay (up to \$200 daily and \$2000 total) using EFML only.
 - If this box is checked on the form the SICK, VAC, PER, CTKN above will NOT be entered on the timesheet

Calculation to Determine # of Hours to Augment to Receive 100% Pay (for salary augmentation exceeding the daily rate – contact the payroll department for guidance)

- Multiply the total number of hours used for OLV by .3333
- Round result up to the nearest .25
- Enter rounded hours on timesheet with leave TRC (VAC, SICK, PER, CTKN)
 - Also enter User Field 3 = HLTHER

 - Example 1 – full day of OLV
 - 7.50 OLV hours entered on timesheet
 - $7.50 \times .3333 = 2.49$
 - Round up to 2.50
 - Enter 2.50 on timesheet with leave TRC (SICK, VAC, PER, CTKN)
 - User Field 3 = HLTHER

 - Example 2 – partial day of OLV
 - 3.0 OLV hours entered on timesheet
 - $3.0 \times .3333 = .99$
 - Round up to 1.0
 - Enter 1.0 on timesheet with leave TRC (SICK, VAC, PER, CTKN)
 - User Field 3 = HLTHER