



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 prorated amount if parttime)

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

FFCRA EMERGENCY SICK LEAVE
80 HOURS

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.

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 c**

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**

FFCRA EMERGENCY FAMILY & MEDICAL LEAVE
10 WEEKS

Only for employees who have been employed for 3 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 \$2,000 total over the entire paid leave period. **Employee may choose to supplement the difference with NU leave benefits**