



Emergency Family and Medical Leave Request Form

Submit to your supervisor. Your supervisor will forward to Human Resources
(HR@urbanailinois.us) upon receipt.

Under the Emergency Family and Medical Leave Act (EFMLA) provisions of the Families First Coronavirus Response Act, an employee who has worked at least 30 days at the City of Urbana is eligible for up to 12 weeks of protected leave because that employee is unable to work, including remote work, because their child's school or place of care has been closed or their child care provider is unavailable due to a public health emergency. The first ten (10) days of EFMLA are unpaid, but accrued leave may be substituted for the unpaid leave. The remaining time will be paid at two-thirds of the employee's regular rate of pay and capped at \$200 per day and \$10,000 in the aggregate. Please review the Interim Policy on Contagious Conditions for details on how pay will be calculated for eligible employees who elect to use EFMLA.

Please complete the following:

Employee: _____ **Supervisor:** _____

Name(s) of the child/ren being cared for: _____

Name(s) of the school, place of care and/or child care provider that closed or became unavailable due to coronavirus reasons: _____

1. I am requesting Emergency Family and Medical Leave (EFMLA) to care for my child(ren) (under 18 years of age) because the child's school or place of care is closed or the childcare provider is unavailable due to a public health emergency. I am request EFMLA leave beginning: _____. I anticipate returning on: _____.

2. I understand that the first ten (10) days will be unpaid. Select ONE of the following:

A. I request to use paid leave time in lieu of unpaid status* (see note below). I request to use my leave time in the following order, until each is exhausted:

B. I elect to be unpaid status for the first ten (10) days.

By submitting this request form, I affirm that no other suitable person is available to care for the child(ren) during the period of requested leave

Employee's Signature/Date

Supervisor's Signature /Date

***NOTE:** Available paid leave time includes Emergency Paid Sick Leave through the Families First Coronavirus Response Act. If you have not exhausted your EPSL, you may use this leave in lieu of unpaid time and before using your accrued benefit time. Please review the Interim Policy on Contagious Conditions for details and contact Human Resources (HR@urbanailinois.us) with any questions.