

**From:** [Mayor](#)  
**To:** [Mayor](#)  
**Subject:** COVID-19 Update: Forms to apply for leave under Families First act  
**Date:** Thursday, April 2, 2020 6:40:24 PM



A handwritten signature in purple ink that reads "Nadine Woodward".

## The City of Spokane COVID-19 News Update for April 2

*Information about Coronavirus Disease 19 (COVID-19) is evolving rapidly. We want to make sure our City employees have up-to-date information. We will provide this update, as needed, to communicate what you need to know, while we work to reduce the spread of this disease in our community and continue to provide critical public services.*

### **Important Updated Info on Families First Coronavirus Response Act**

On April 1, the federal Families First Coronavirus Response Act (FFCRA) became effective. This law provides temporary protected leave and paid leave benefits for certain absences arising from the COVID-19 outbreak.

The FFCRA provides for two categories of leave. The first expands existing FMLA coverage to provide up to 12 weeks of partially-paid Public Health Emergency Leave (“PHEL/FMLA”) for eligible employees forced to miss work due to closure of their child’s school or the unavailability of the child’s childcare provider for reasons related to COVID-19. The second provides up to 10 days of Emergency Sick Leave for various reasons related to the COVID-19 outbreak.

City policy ADMIN 0620-20-67 *Families First Coronavirus Response Act* has been implemented in accordance with the FFCRA statute and forthcoming federal regulations and guidance. **It is important to review the City policy, and the updated Quick FAQ’s for Emergency FMLA and Sick Leave as there is updated information that is different than what was previously distributed.**

The rules for this law are still under development and updates will be made as new information becomes available. As always, if you have specific questions about your circumstance, please contact Human Resources.

Requests to use Emergency FMLA or Emergency Sick Leave must be made using the forms below (the top two linked documents). The last document is a great chart of pay options and what might be appropriate for you, depending on your circumstances.

1. [Emergency Paid FMLA Leave Request Form](#)
2. [Emergency Paid Sick Leave Request Form](#)
3. [Quick FAQ’s – Emergency FMLA Leave](#)
4. [Quick FAQ’s – Emergency Sick Leave](#)
5. [City Policy on Families First Coronavirus Act](#)
6. [Chart on Pay Options and What May be Relevant to You!](#)

### **“Stay Home, Stay Healthy” Extended to May 4**

During a news conference at 5 p.m. on April 2, Washington Gov. Jay Inslee extended the “Stay Home, Stay Healthy” order until May 4. The governor showed figures that demonstrated our actions in Washington state are making a difference, but that more needs to be done. Since the order was originally implemented last week, the “the number of deaths and number of confirmed cases has about doubled,” the governor said. Following the governor’s address, Mayor Nadine Woodward urged Spokane to [remain patient and put community health first](#).

**Employee Information Portal** (<https://covid19.spokanecity.org/>)

Remember, this Employee Information Portal is a great resource for employees to stay current on what's happening with the COVID-19 response. The [Employee Information Portal](#) can be accessed from work or home, using a computer or mobile device. All of the emailed information we have sent to employees is archived here.