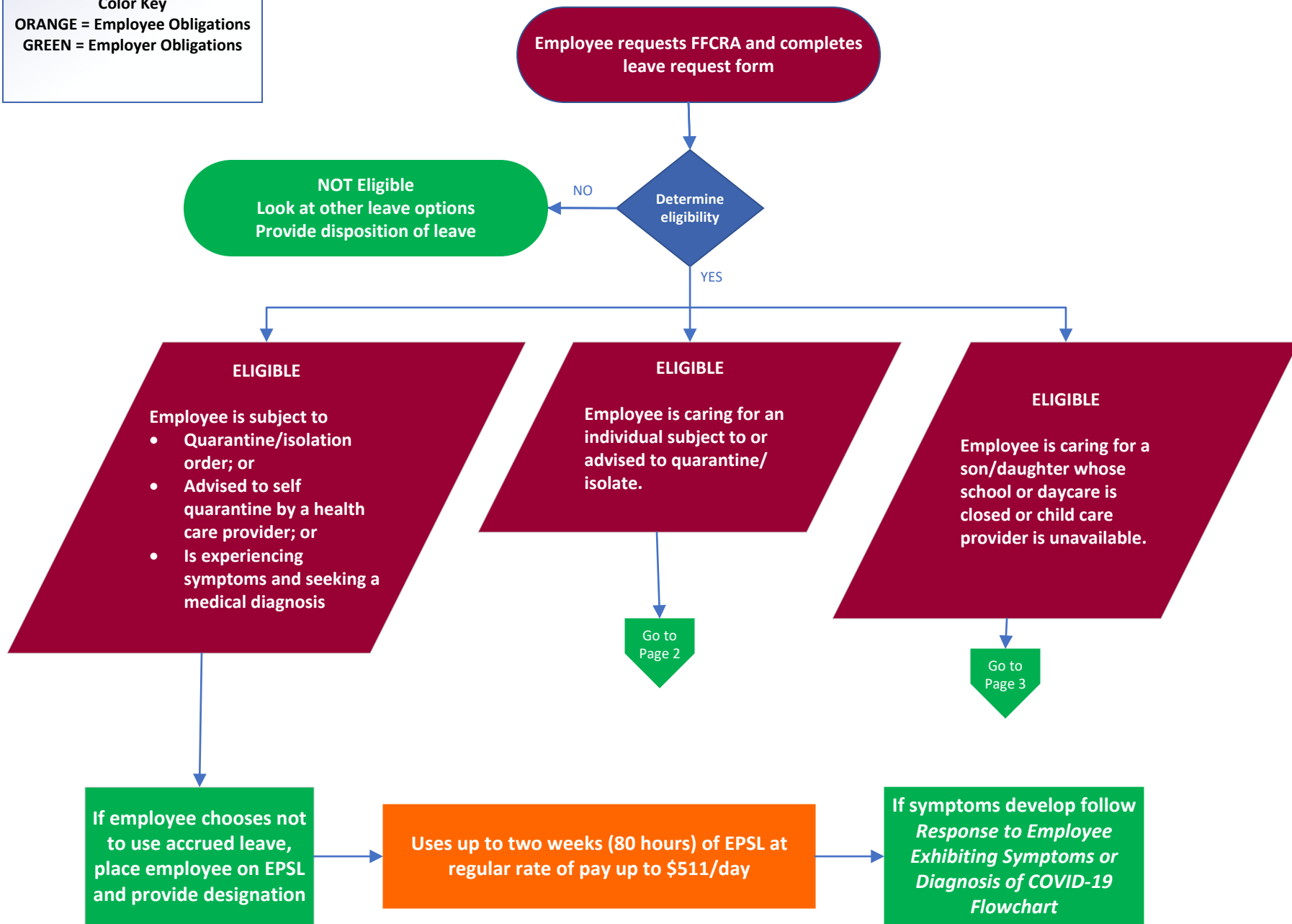


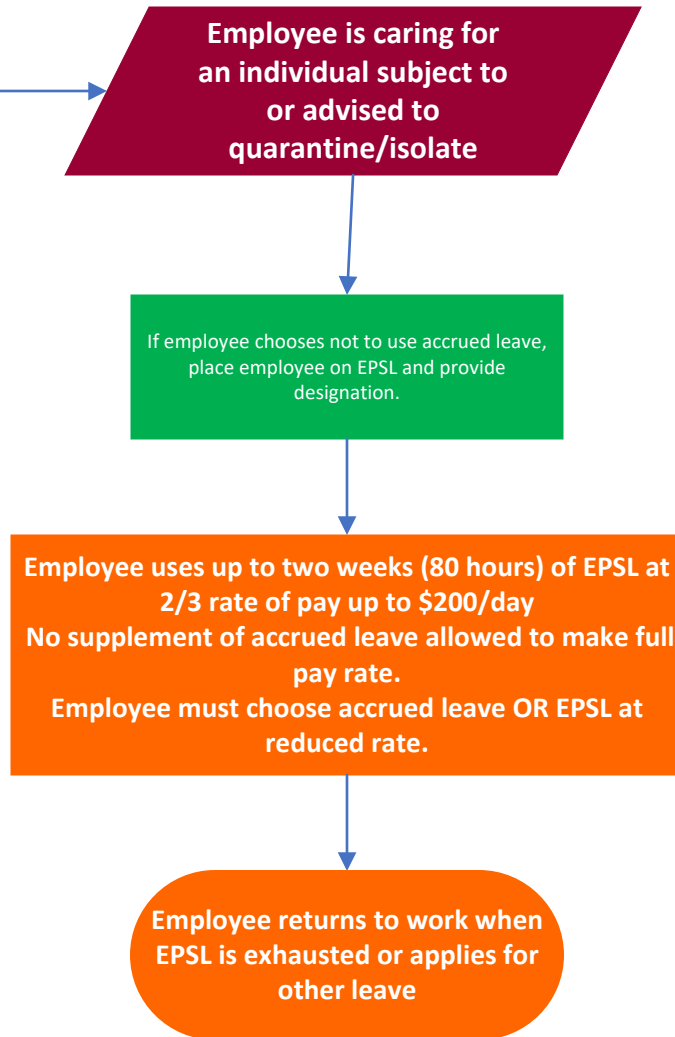
# FFCRA Leave Administration Flowchart

**Color Key**  
ORANGE = Employee Obligations  
GREEN = Employer Obligations



# FFCRA Leave Administration Flowchart

Page 2

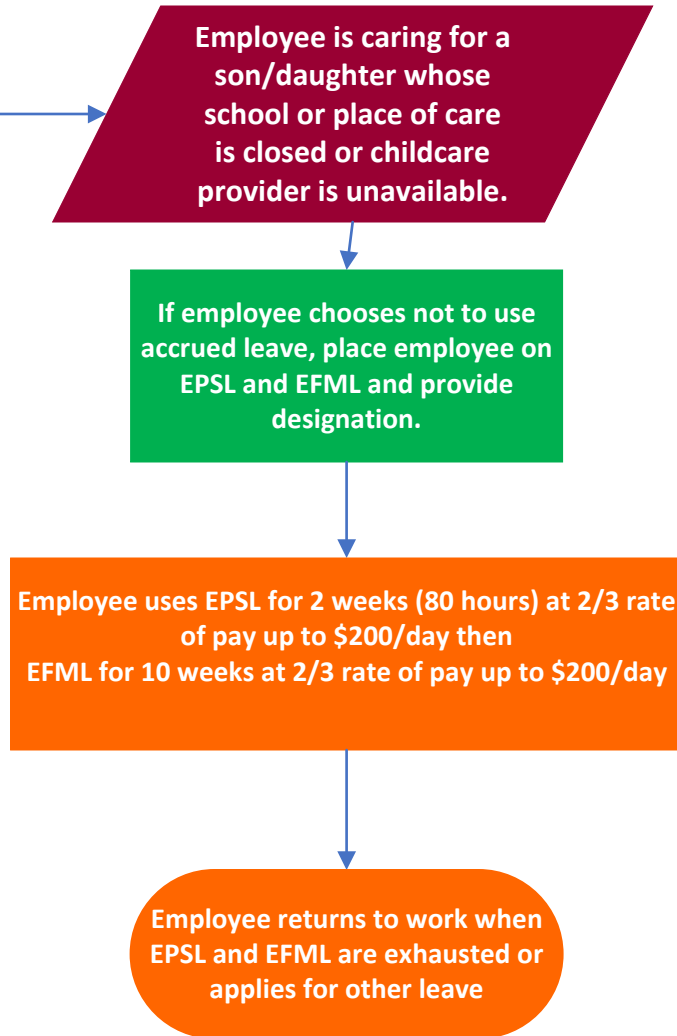


## Definition of Individual

- Immediate family member, someone who regularly resides in the employees home, or someone whose relationship creates an expectation of care.

# FFCRA Leave Administration Flowchart

Page 3



## Definition of Son/Daughter

- Employee's son or daughter (biological, adopted, or foster child, a stepchild, a legal ward, or a child whom the employee stands in loco parentis)

EFML is not available to employees who have already exhausted 12 weeks of FML during the school year (August to July)