



Weslaco Independent School District

Human Resources Department

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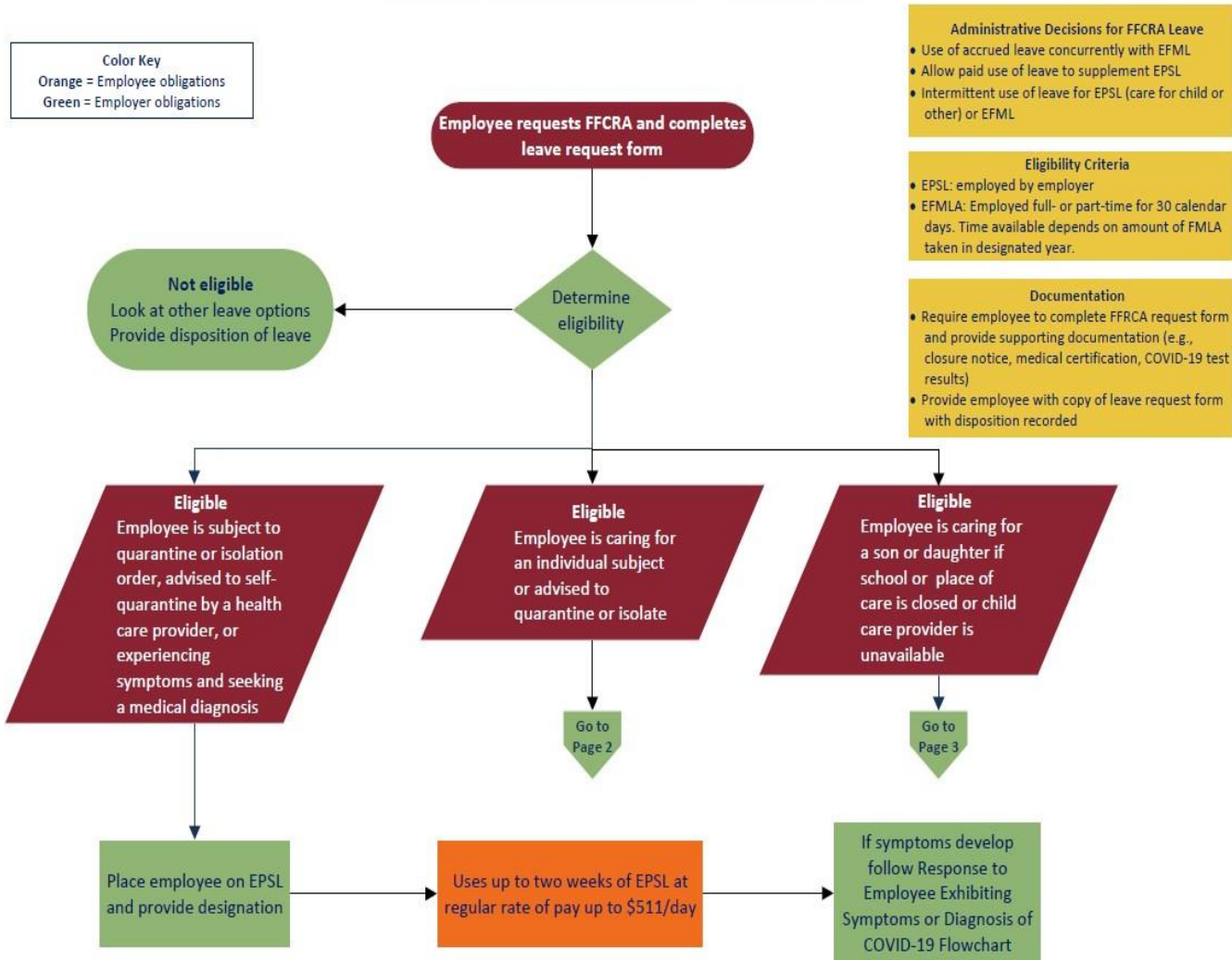
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Dr. Priscilla Canales
Superintendent of Schools

FFCRA Leave Administration Flowchart



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FFCRA Leave Administration Flowchart (continued)

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Employee is caring for an individual subject or advised to quarantine or isolate

Definition of Individual

- Immediate family member, someone who regularly reside in the employee's home, or someone whose relationship creates an expectation of care.

Place employee on EPSL and provide designation

Uses up to two weeks of EPSL at 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding supplementing EPSL or intermittent use of leave)

Returns to work when EPSL is exhausted or applies for other leave

FFCRA Leave Administration Flowchart (continued)

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Employee is caring for a son or daughter if school or place of care is closed or childcare provider is unavailable

Definition of Son or 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)

Place employee on EPSL and EFML and provide designation

Leave Examples not Applicable to EFML

- School is closed during intercession
- Child is ill

Uses EPSL (2 weeks) and EFML (10 weeks) and receives 2/3 rate of pay up to \$200/day (see Page 1, Administrative Decisions, regarding concurrent use of leave, supplementing EPSL, and intermittent use of leave)

Returns to work when EPSL and EFML are exhausted or applies for other leave