**Scenario A: If your employee meets the following:**

- Your business is still open
- Your business has fewer than 500 employees
- The employee is still employed by you
- The employee has been ordered to self-quarantine, or is awaiting medical diagnosis or is caring for an individual who has been ordered to self-quarantine or isolate.

They are eligible for the following benefit(s), not to be taken at the same time.

1. State or local paid sick and safe leave, which is accrued at the rate of 1 hour for every 40 hours worked. This benefit replaces 100% of the base wages for the scheduled or regularly worked hours, paid entirely by the employer.
2. Federal paid sick leave, up to 80 hours at 100% of employee’s base wages paid entirely by the employer, reimbursed through federal payroll taxes. Employee is eligible for 2/3rd of their base salary if they are caring for someone who is subject to quarantine or has been asked to quarantine or self-isolate.
3. Unemployment Insurance benefits. The benefit replaces wages at approximately 50% of the employee’s average weekly earnings, including reported tips. This does not require additional payment by employer.

Note: an employee may elect to only take the federal leave and may bank or save the state and local leave for later. This may benefit the employer because the employer is not credited for state and local paid leave. An employer may not require the usage of one leave over another.

**Scenario B: If your employee meets the following:**

- Your business is still open
- Your business employs fewer than 500 employees
- The employee is still employed by you
- The employee has tested positive for coronavirus

They are eligible for the following benefit(s), not to be taken at the same time.

1. State or local paid sick and safe leave, which is accrued at the rate of 1 hour for every 40 hours worked. This benefit replaces 100% of the base wages for the scheduled or regularly worked hours, paid entirely by the employer.
2. Federal paid sick leave, up to 80 hours at 100% of employee’s base wages paid entirely by the employer, reimbursed through federal payroll taxes.
3. Washington State Paid Family and Medical Leave reimburses a portion of employee’s average weekly wage, not including tips.
4. **Unemployment Insurance benefits.** The benefit replaces wages at approximately 50% of the employee’s average weekly earnings, including reported tips. This does not require additional payment by employer

Note: an employee may elect to only take the federal leave and may bank or save the state and local leave for later. This may benefit the employer because the employer is not credited for state and local paid leave. An employer may not require the usage of one leave over another.

**Scenario C: If your employee meets the following:**

- Your business is still open
- You employ fewer than 500 employees
- The employee is still employed by you
- The employee must leave work to care for a child whose school or childcare has been closed

They are eligible for the following benefit(s), not to be taken at the same time.

1. **State or local paid sick and safe leave,** which is accrued at the rate of 1 hour for every 40 hours worked. This benefit replaces 100% of the base wages for the scheduled or regularly worked hours, paid entirely by the employer.

2. **Federal paid sick leave,** up to 80 hours at 100% of employee’s base wages paid entirely by the employer, reimbursed through federal payroll taxes.

3. **Extended federal paid leave,** up to 10 weeks at two-thirds of employee’s wages paid entirely by the employer, reimbursed through federal payroll taxes, the first 10 days are unpaid (may use state or local paid sick and safe leave or federal paid sick and safe leave during that unpaid time). Employee is eligible for up to 12 total weeks.

Note: an employee may elect to only take the federal leave and may bank or save the state and local leave for later. This may benefit the employer because the employer is not credited for state and local paid leave. An employer may not require the usage of one leave over another.
Are you open for business?

- Yes
  - Employee is eligible for Unemployment Insurance benefits – place employees on “standby”

- No
  - Do you plan to reopen?
    - Yes
      - Employee is eligible for Unemployment Insurance benefits
      - www.esd.wa.gov
    - No
      - Is employee healthy?
        - Yes
          - Employee may be eligible for SharedWork program through ESD and can receive wages plus benefits for partial hours worked. www.esd.wa.gov
        - No
          - Has employee been asked to quarantine or self-isolate by medical professional, awaiting medical diagnosis or tested positive for coronavirus?
            - Yes
              - Employee is eligible for: State Paid Sick and Safe Leave, federal paid sick and safe leave benefits, expanded FMLA
            - No
              - Employee is eligible for:
                - State Paid Sick and Safe Leave
                - Expanding FMLA

- Scenario C:
  - Employee may be eligible for ONE of the following benefits at a time:
    - State Paid Sick and Safe Leave
    - Expanded FMLA

- Scenario A&B: See attachment
  - Employee may be eligible for ONE of the following benefits at a time:
    - State Paid Sick and Safe Leave
    - Unemployment Insurance benefits
      - www.esd.wa.gov
    - Paid Family and Medical Leave: www.paidleave.wa.gov
    - Federal paid sick leave

Is employee still working?

- Yes
  - Is employee still working regular hours?
    - Yes
      - Employee may be eligible for federal relief package - $1200/person
    - No
      - Employee is eligible for:
        - State Paid Sick and Safe Leave
        - Federal paid sick leave
        - Expanding FMLA

- No
  - Employee is eligible for:
    - State Paid Sick and Safe Leave
    - Expanded FMLA

Is employee healthy?

- Yes
  - Does employee have a child whose school has been closed due to coronavirus?
    - Yes
      - Employee is eligible for:
        - State Paid Sick and Safe Leave
        - Federal paid sick leave
        - Expanding FMLA
    - No
      - Has employee left to care for an individual asked to quarantine or self-isolate by medical professional?
        - Yes
          - Employee is eligible for:
            - State Paid Sick and Safe Leave
            - Federal paid sick leave
            - Expanding FMLA
        - No
          - Employee is eligible for:
            - State Paid Sick and Safe Leave
            - Federal paid sick leave
            - Expanding FMLA

- No
  - Has employee been asked to quarantine or self-isolate by medical professional, awaiting medical diagnosis or tested positive for coronavirus?
    - Yes
      - Employee is eligible for:
        - State Paid Sick and Safe Leave
        - Federal paid sick leave
        - Expanding FMLA
    - No
      - Employee is eligible for:
        - State Paid Sick and Safe Leave
        - Federal paid sick leave
        - Expanding FMLA