**EMLOYEE BENEFIT ELIGIBILITY FLOWCHART & FACTSHEET**

- **Are you open for business?**
  - NO: Do you plan to reopen?
  - YES: Is employee still working?
    - NO: Is employee healthy?
      - NO: Employee may be eligible for federal relief package - $1200/person
      - YES: Employee is eligible for Unemployment Insurance benefits www.esd.wa.gov
    - YES: Is employee still working regular hours?
      - NO: Employee is eligible for Unemployment Insurance benefits - place employees on “standby”
      - YES: Is employee healthy?
        - NO: Employee is eligible for Unemployment Insurance benefits www.esd.wa.gov
        - YES: Employee is eligible for Federal paid sick leave wha.fyi/fed032620
- **Do you plan to reopen?**
  - NO: Employee is eligible for Unemployment Insurance benefits www.esd.wa.gov
  - YES: Employee is eligible for One of the following benefits at a time:
    - State Paid Sick and Safe Leave
    - Expanded FMLA
    - Federal paid sick leave wha.fyi/fed032620

**Scenario A&B: See next page**

**Benefit**

- **Employee** may be eligible for:**
  - State Paid Sick and Safe Leave
  - Unemployment Insurance benefits:
    - www.esd.wa.gov
  - Federal paid sick leave:
    - wha.fyi/fed032620
  - Paid Family and Medical Leave:
    - www.paidleave.wa.gov

**Employee** has left to care for an individual asked to quarantine or self-isolate by medical professional:

**Benefit**

- **Employee** is eligible for:
  - State Paid Sick and Safe Leave benefits, Federal paid sick and safe leave benefits “if” they are experiencing coronavirus symptoms and awaiting medical diagnosis

**Employee** has been asked to quarantine or self-isolate by medical professional, awaiting medical diagnosis or tested positive for coronavirus:

**Benefit**

- **Employee** is eligible for:
  - State Paid Sick and Safe Leave
  - Expanded FMLA

**Employee** has left to care for an individual asked to quarantine or self-isolate by medical professional:

**Benefit**

- **Employee** is eligible for:
  - State Paid Sick and Safe Leave
  - Expanded FMLA

This is intended to be used solely as a guide, and every situation will have its own set of facts and circumstances. Please consult with your attorney for any specifics to your situation. This is to be used as a guide and every situation has a separate set of facts, to please call the association or consult with your attorney.
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.
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.