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Required documentation for paid sick leave or expanded family and medical leave?

TRS is required by law to document paid sick leave. If you intend to use paid sick leave under the Emergency Paid Sick Leave Act, TRS requires that you provide appropriate documentation in support of the reason for the leave, including:

- **qualifying reason for requesting leave:** *The amount of eligible paid sick leave is dependent on this reason*
 - 1) You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19
 - 2) You have been advised by a health care provider to self-quarantine related to COVID-19
 - 3) You are experiencing COVID-19 symptoms and are seeking a medical diagnosis
 - 4) You are caring for an individual subject to either
 - an order described in (1)
 - self-quarantine as described in (2)
 - 5) You are caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 **TRS Mechanical is exempt from sick pay for child care. TRS meets the DOL criteria for companies with less than 50 employees, to waive sick pay for child care.**
 - 6) You are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

- **statement that you unable to work, including telework, for that reason, and the date(s) for which leave is requested.**

- **Additional Documentation of the reason for the leave**, such as the source of any quarantine or isolation order, or the name of the health care provider who has advised you to self-quarantine.

For example, this documentation may include a copy of the Federal, State or local quarantine or isolation order related to COVID-19 applicable to the employee or written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19.

Please also note that all existing certification requirements under the FMLA remain in effect if you are taking leave for one of the existing qualifying reasons under the FMLA. For example, if you are taking leave beyond the two weeks of emergency paid sick leave because your medical condition for COVID-19-related reasons rises to the level of a serious health condition, you must continue to provide medical certifications under the FMLA if required by your employer.