



**PAID FAMILY AND MEDICAL LEAVE (PFML) –
FAMILY CAREGIVING & QUALIFYING EXIGENCY LEAVE
EMPLOYEE CHECKLIST**

Effective Date: January 1, 2026

Revision Date: N/A

Application: Executive Branch Agencies

Supersedes: N/A

This checklist provides guidance for eligible Executive Branch employees requesting Paid Family Medical Leave (PFML) under the Family Caregiving (FCG) and Qualifying Exigency (QE) income replacement benefit. Elected Officials and Judiciary Members may elect to adopt and administer the Paid Family and Medical Leave (PFML) Family Caregiving & Qualifying Exigency Leave Policy and Employee Checklist at their offices and with their employees.

1. Notify Your Supervisor/Manager

- ☐ Notify your supervisor/manager of your need to request FCG or QE leave and provide at least 30 days' notice when leave is foreseeable.

Employee Initials: (Confirm Completion of Step 1) _____

2. Reach Out To Your Agency HR To Confirm Eligibility

- ☐ Reach out to your Agency HR with your intent to request FCG or QE Leave and to confirm you meet the eligibility requirements.

Employee Initials: (Confirm Completion of Step 2) _____

3. If Eligible: You Will Receive PFML – FCG & QE and FMLA Materials From Your Agency HR

- ☐ Review the following documents provided by your Agency HR, as applicable, in preparation for your meeting:

- [Paid Family and Medical Leave \(PFML\) – Family Caregiving & Qualifying Exigency Leave Employee Checklist](#)
- [Paid Family and Medical Leave \(PFML\) Family Caregiving & Qualifying Exigency Leave - Policy and Procedures](#)
- [PFML - FCG & QE Leave FAQs](#)
- [PFML – FCG & QE Leave Toolkit](#)
- [Healthy Delaware Families Act – Notice of Employee Rights](#)
- [Family and Medical Leave \(FMLA\) Policy and Procedures](#)
- [Family and Medical Leave \(FMLA\) FAQ's](#)
- [Family and Medical Leave \(FMLA\) FAQ's-Military](#)

Employee Initials: (Confirm Completion of applicable document review in Step 3) _____

4. Meet With Your Agency HR

- ☐ Meet with your Agency HR to address important information and questions, prior to you initiating an FCG or QE claim in the Delaware Department of Labor (DDOL) Delaware LaborFirst system:
 - Go over the [Employee Checklist](#) and Employee Estimated Payment Worksheet;
 - Review considerations related to pay, leave supplement and accrual, possible tax implications, benefits, and deductions (e.g., pension contributions, benefit premiums, Deferred Compensation Program, union dues, State Employee Charitable Campaign (SECC), overpayments, etc.); and
 - Complete and sign the [PFML – FCG & QE Leave – Potential Overpayment Form](#).

Employee Initials: (Confirm Completion of Step 4) _____

5. File Claim Through DDOL Delaware LaborFirst And Submit Required Documentation

- ☐ Initiate and submit your FCG or QE paid leave claim through the DDOL Delaware LaborFirst system by logging into my.delaware.gov and select the “Delaware LaborFirst” tile.
- ☐ Gather and submit required supporting documentation, such as:
 - Family Caregiving Leave - Certification must identify the family member, their condition, and the care required. You may be required to provide documentation verifying your familial relationship.
 - If your claim is for FCG, the DDOL Division of Paid Leave will provide you with instructions for your family member’s health care provider to complete the DDOL Certification of Serious Health Condition Form. The healthcare provider is responsible for accessing, completing, and submitting the certification to DDOL Division of Paid Leave.
 - Qualifying Exigency Leave - Proof of deployment orders to a foreign country will be required. You may be required to provide documentation verifying your familial relationship.
 - You must provide the required documentation within deadlines set by both the State and the DDOL Division of Paid Leave, in a timely manner, to prevent a delay in the approval process and to maintain eligibility.

Employee Initials: (Confirm Completion of Step 5) _____

6. Await Your Claim Determination

- ☐ You may utilize available and accrued leave while your FCG or QE Leave claim is pending approval; coordinate with your Agency HR and Supervisor regarding your use of leave.
- ☐ Monitor your claim application status in the DDOL Delaware LaborFirst system.
- ☐ Respond promptly to any DDOL Division of Paid Leave or Agency HR requests for additional information.
- ☐ Retain your approval or denial letter from DDOL Division of Paid Leave for your records. Your Agency HR will confirm you received the notification.
- ☐ If your claim is denied you can file an appeal by following the steps outlined in the instructions provided in your Denial Letter from DDOL Division of Paid Leave.

Employee Initials: (Confirm Completion of Step 6) _____

7. Take Action During Your Approved FCG Or QE Leave

- ☐ Once your FCG or QE claim is approved, you may supplement your FCG or QE paid leave benefit from DDOL Division of Paid Leave with available and accrued leave, not to exceed 100% of your average weekly wage. You may apply for the available leave in accordance with the specific leave Policy or Program’s provisions. Coordinate with your Agency HR and Supervisor regarding your use of leave.

Reminder: Your leave supplement will be included in your pay. Your approved FCG or QE claim payment(s) will be paid separately directly from DDOL Division of Paid Leave.

- ☐ Coordinate with your Agency HR on any impact to your benefits and payroll deductions and what actions need to be taken.
- ☐ Maintain timely communication with your supervisor/manager and your Agency HR regarding your leave status and expected return date. Provide timely notification to your Agency HR of any changes in your approved leave or intended return to work date.
- ☐ Comply with any agency or DDOL Division of Paid Leave reporting requirements while receiving FCG or QE Leave benefits.

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☐ Employees shall follow their agency's standard call-in procedures when taking an intermittent day of FCG or QE.

☐ Comply with leave requirements in accordance with the Merit rules for any additional leave being used.

Employee Initials: (Confirm Completion of Step 7) _____

8. Inform Your Agency HR & Supervisor/Manager About Returning to Work

☐ Provide your Agency HR with written notice of your intent to return as soon as practicable.

☐ Maintain timely communication with your supervisor/manager regarding your expected return to work date and time.

Employee Initials: (Confirm Completion of Step 8) _____

9. Keep Important Information For Your Records

☐ Any documents related to your PFML FCG or QE claim application and DDOL Division of Paid Leave determination, and FMLA if applicable

☐ Any correspondence with your Agency HR, DDOL Division of Paid Leave, or your supervisor/manager.

☐ Any documentation submitted for your leave request.

Employee Initials: (Confirm Completion of Step 9) _____

☐ I acknowledge that I have reviewed and successfully completed each step of this Paid Family and Medical Leave (PFML) Family Caregiving (FCG) and/or Qualifying Exigency (QE) Employee Checklist. I understand my responsibilities related to requesting, taking, and managing PFML FCG or QE leave, including my obligation to provide timely and accurate information and documentation. I understand that failure to follow the requirements outlined in this checklist may impact my leave request or benefits. I understand that this checklist is intended to provide guidance and does not replace applicable laws, policies, or program requirements.

Employee Name (Print): _____

Employee Signature: _____ Date: _____

☐ By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party's electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

A copy of this completed Agreement must be sent to Agency HR.