

FAMILY FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

JUNE 22, 2020

The Families First Coronavirus Response Act requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. In that regard, this new federal law requires the University to provide paid sick leave and expanded family and medical leave to employees who cannot work or telework as scheduled due to the following specified reasons.

Emergency Paid Sick Leave (EPSL) – Available April 1, 2020 through December 31, 2020

Up to 80 hours of paid sick leave will be provided to all employees (regardless of employment category, FTE, and amount of service) at full pay when the employee is unable to work/telework because the employee:

1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine related to COVID-19;
3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. Is caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Part-time employees are eligible for leave for the number of hours on average that the employee is normally scheduled to work during a two-week period.

Expanded Family Medical Leave (EFML) – Available April 1, 2020 through December 31, 2020

Up to 12 weeks of EFML leave must be provided to employees with at least 30 calendar days of service (regardless of employment category and FTE) due to a need to care for a minor child whose school, place of care, or child care provider is closed or unavailable for reasons related to COVID-19.

Intermittently leave can be taken for EPSL for those teleworking; it may be taken intermittently by others only for reason #5.

1. The first 2 weeks of EFML are unpaid. An employee may choose to use any EPSL for which they are eligible and/or their own accrued paid leave during the initial 2-week period.
2. The remaining 10 weeks of EFML are paid at two-thirds pay (up to \$200 daily and \$12,000 total) if the employee is unable to work or telework.
3. During the remaining 10 weeks of EFML the employee must utilize their own accrued leave first. After which, should an employee need additional leave, the EFML will be paid at 2/3 of their salary but to receive fully pay, the employees will be required to supplement 1/3 pay with their available accrued leave. If an employee does not have enough leave to make up the full 1/3 pay, a pay adjustment in an appropriate amount will be processed.
4. Part-time employees are eligible for leave for the number of hours on average that the employee is normally scheduled to work during a two-week period.
5. Time taken as EFML counts towards 12 week maximum for FML. FML already taken will reduce available EFML and EFML taken will reduce the amount on non-EFML available to employees.
6. This applies to son or daughter under 18 years of age to include step children, as well as children over 18 with a disability.