Families First Coronavirus Response Act
Paid Leave Programs

Presented by Human Resources
April 2020

How Are You?
Today’s Discussion

- New FFCRA Leave Benefits
  - Emergency Paid Sick Leave (EPSL)
  - Emergency FMLA (EFMLA)
- Current Leave Benefits
- Process to Request Leave
- Manager Responsibilities

FFCRA Paid Leave Programs

- Effective 4/1/2020 – 12/31/2020
- Work Available - Employee Unable to Work
  Due to COVID-19 Qualifying Reason
- Available for ALL Employees
  - Faculty, Adjuncts, Staff, Temp/Casual,
    Graduate Assistants, All Student Employees

Information presented is subject to change upon additional guidance from TAMUS Office of General Council
EPSL
Emergency Paid Sick Leave

- 80 Hours (2 weeks) Paid Leave
- Pro-rated for Part-Time
  - Based on 2-week average of hours worked
- Can be Used Intermittently
- TAMUS Paying at 100% of Regular Rate
- No Cap for TAMUS Employees

EPSL 6 Qualifying Reasons

1. Employee Subject to State or Local Quarantine or Isolation (Stay at Home Order does not prevent ability to telework)

2. Employee Advised by Health Care Provider to Self-Quarantine

3. Employee Experiencing Symptoms and Seeking Diagnosis
EPSL 6 Qualifying Reasons

4. Caring for Someone in Quarantine or Self-Isolation – Family, Roommate, Other

5. Employee Caring for their Child due to Closed School or Unavailable Provider

6. Other Similar Condition Specified by Government Officials

EFMLA: Emergency Family Medical Leave Expansion Act

Single Qualifying Reason

Employee is unable to work (or telework) due to bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19
EFMLA

- Available to ALL Employees Employed for at Least 30 Days
- 12 Weeks of Job Protection (Combined with Regular FMLA)
- Can be Used Intermittently
- Weeks 1 – 2 are Unpaid (May Use EPSL or Other Earned Leave)
- Weeks 3 – 12 are Paid at 100% no Cap

Current Leave Benefits

- Must Be Leave Eligible Employee (4.5 months AND 20 hours/week)
- Vacation and Sick Leave
- State and FLSA Compensatory Time
- Regular FMLA
- Emergency Leave
Emergency Leave

- Not Eligible for EPSL or EFMLA
- Willing and Able to Telework
- No Work Available via Telework
- Requires CEO Approval

Process to Request FFCRA Leave

Submit Workday Time Off Request
Job Aid: Request Time Off (Families First...Act)

- EPSL: Due to Qualifying Reason 1-6
  - Initial 2 Weeks
  - Must Also Submit Request for EFMLA
- EFMLA – Provides Job Protection
  - Concurrent During Initial 2 Weeks
  - Provides Paid Leave During Weeks 3-12
Process to Request FFCRA Leave

Submit Required FFCRA Leave Request Forms
https://hr.tamucc.edu/coronavirus/time_off_faq.html

- Collects Information Required by the Act
- Manager Approval Not Required on Form – Obtained in Workday
- Send to Benefits@tamucc.edu

Manager Responsibilities

- Guide and Assist Employees
- Contact HR if Corrections are Needed to April Leave Already Submitted
- Contact HR for Assistance
  Benefits@tamucc.edu