

**Information Sheet for Employees Covered by FFCRA  
NEW EPSLA and EFMLEA Leave Options and  
NEW Codes for Reporting Time  
April 1, 2020**

With the implementation of the Families First Coronavirus Response Act, it is important that employees covered by the act be aware of their options and the proper way to fill out their timesheets in order to be paid correctly. This guidance is to help employees covered by the FFCRA understand their options.

**Emergency Paid Sick Leave Act (EPSLA)**

For qualifying employees, if the employee is unable to work, and cannot telework, because the **employee:**

- has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19 (Governor Mills' Stay Health at Home Order keeps State Government open and does not apply);
- has been advised by a health care provider to self-quarantine due to COVID-19;
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- is caring for someone who has been directed to comply with a Federal, State, or local quarantine or isolation order related to COVID-19, or someone who has been advised by a health care provider to self-quarantine due to COVID-19; **OR**
- is caring for a child whose school or child care is closed (or their regular, paid child-care provider is unavailable) for reasons due to COVID-19;

then the employee has the option to use up to 80 hours (two weeks) of paid leave.

Part time employees will receive the two-week equivalent of their regularly scheduled hours (ex. a 20 hour per week employee will receive up to 40 hours of total leave for a total of two weeks)

Intermittent employees will receive the two-week equivalent of the average number of hours they have worked per week over the past 6 months (ex. an intermittent employee who worked a total of 260 hours would be 260 hours/26 weeks = 10 hours per week for a total of 20 hours of total leave for a two week period).

This time will be paid at 100% for their regularly scheduled hours.

- On the timesheet, the employee should code this time to: **COVID EMGCY SICK**

**Emergency Family and Medical Leave Expansion Act**

If an employee is unable to work, and cannot telework, because the employee needs to care for their child under 18 whose school or child care is closed (or their regular, paid child-care provider is unavailable) for reasons due to COVID-19, they may qualify to use up to 12 weeks of Emergency Family and Medical Leave.

To qualify, employees must:

- have worked for the State for at least 30 days prior to using the leave;

- need to care for their son or daughter under the age of 18, defined as a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee is standing in loco parentis – someone with day-to-day responsibilities for the child;
- have Family Medical Leave time available. This leave is an expansion of the Family and Medical Leave Act, and therefore any time already used this calendar year will be deducted from the amount available to use under this Expansion, and any time used under this Expansion will be deducted from the amount of FML available to use for the remainder of the calendar year; **AND**
- must be able to provide proof, if requested, that their school or that their paid child-care provider is closed or unavailable.

The first two weeks (10 work days) of this leave is **unpaid**.

- If the employee wishes to take this time as unpaid leave, they should code this time to: **FAMILY MED LEAVE NO TIME**
- If the employee wishes to be paid for this time using their own leave, they should code this time to:
  - **COVID FMLA COMP TIME USED**
  - **COVID FMLA SICK USED**
  - **COVID FMLA VACATION USED**
  - **COVID FMLA PERSONAL USED**
- If the employee wishes to be paid for this time using the 80 hours available to them under EPSLA (see above), they should code this time to: **COVID FML EMGCY SICK. If the employee uses this option, they will not be eligible for COVID EMGCY SICK if they qualify under EPSLA in the future.**

After the first 10 days, employees will receive up to 10 weeks of paid family leave, at 100% of their hourly rate, to care for their child(ren).

- On the timesheet, employees should code this time to: **COVID FMLA**

## **Other Leave Available**

If an employee is unable to work for a reason other than listed above, and does not have leave time, they may be eligible for an unpaid leave. Employees should speak to their manager and Human Resources to determine eligibility.

If an unpaid leave is approved, the State will continue to pay the State's share of benefits. The employee will be responsible for the employee's share of benefits.

- On the timesheet, employees should code this time to: **COVID UNPAID LEAVE**

**The provisions of this act are valid only through this public health emergency,  
and will end no later than December 31, 2020.**

**PLEASE NOTE: The guidance in this document is for employees covered by the FFCRA.  
Separate leave guidance has been issued for employees EXEMPT from the FFCRA.**

