

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Overview

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act ensures that employees of covered employers are eligible for:

- **Two weeks** (up to 80 hours) of **Expanded paid sick leave (EPSL)** at the employee's regular rate of pay where the employee is unable to work for any of the following reasons:
 1. An employee who is unable to work or telework because they are subject to a federal, state, or local **quarantine or isolation order** related to COVID-19
 2. An employee who is unable to work or telework because they have been advised by a health care provider to **self-quarantine** due to concerns related to COVID-19
 3. An employee who is unable to work or telework because they are **experiencing symptoms** of COVID-19 and are seeking a medical diagnosis
 4. An employee who is unable to work or telework because they are **caring for an individual** who is either subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 5. An employee who is unable to work or telework because they are **caring for their child whose school or place of care has closed** (or whose child care provider is unavailable) due to COVID-19 precautions
 6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- Up to 12 weeks (2 weeks unpaid and 10 weeks paid) **Expanded Family Medical Leave (EFML)** at the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a 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 (reason 5 above). Employees can take other forms of paid leave for the 2 weeks unpaid including but not limited to EPSL or their own accruals.

This job aid provides guidance on qualifying reasons for leave as they relate to the Families First Coronavirus Response Act (FFRA Act), how to submit leaves (leave codes) and how to submit time (earn codes).

Term	Description
EFML	Expanded Family Medical Leave
EPSL	Emergency Paid Sick Leave
COVID-19	Novel Coronavirus Disease 2019
FFCRA	Families First Coronavirus Response Act

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Eligible Employees

All University-paid employees are eligible for two weeks of paid sick time (EPSL) for any of the specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to 12 weeks leave (2 weeks unpaid, and 10 weeks paid) to care for a child under reason 5 circumstances related to COVID-19.

The University may elect to exclude employees who are health care providers or emergency responders from both types of leave.

Duration of Leave and Pay Calculations

Note: The process is still being determined for employees with a variable schedule.

- ◆ (Duration) For **Reasons 1 to 3**: A full-time employee is eligible for 80 hours of leave. **Note**: Guidance on how to determine the allotment for a part-time employee will be forthcoming.
 - ◆ (Pay Calculation) Employees are entitled to pay at their regular rate or the applicable minimum wage, whichever is higher.
- ◆ (Duration) For **Reasons 4 or 6**: A full-time employee is eligible for 80 hours of leave.
 - ◆ (Pay Calculation) Employees entitled to pay at their regular rate or the applicable minimum wage, whichever is higher.
- ◆ (Duration) For **Reason 5**: A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week. **Note**: Guidance on how to determine the allotment for a part-time employee will be forthcoming.
 - ◆ (Pay Calculation) Employees are entitled to pay at their regular rate or the applicable minimum wage, whichever is higher.
 - ◆ EPSL and EFML may run concurrently during the first two weeks of EFML.

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Employee Sick Leave (Biweekly and Monthly)

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (reason 1)
- Has been advised by a healthcare provider to self-quarantine related to COVID-19 (reason 2)
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis. (reason 3)

Paid Sick Leave – Family (Biweekly and Monthly)

- Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); (reason 4)
- Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; (reason 5) or

Paid Expanded Family Leave – (Biweekly and Monthly)

- After 2 weeks of sick leave and is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. (reason 5)

Use the *Submit Medical Leave of Absence Request* UPK for step-by-step instructions to enter leave codes.



UPK Topic: *Submit Medical Leave of Absence Request*

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Examples: How to Place Employees on Leave Using the Defined Leave Codes.

Monthly Employee Example 1

Salaried EE: During the April pay period the Employee goes on an Expanded Family Medical Leave (EFML) due to their child's school or day care is closed due to COVID-19 and elects EPSL to cover the 1st two weeks that are unpaid.

UCPath: EE is paid 100% REG time, via Job. In addition, EFML is entered into Administer Extended Absence. Locations need to track all weeks of EFML, including the two unpaid, because it reduces the 2020 12-week FML entitlement.

Navigation: PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**

1. Administer Extended Absence Example:

Locations need to track the all weeks of EFML, including the two unpaid, because it reduces the 2020 12-week FML entitlement.

- ◆ Search for applicable employee.
- ◆ Enter the Start Date of leave.
- ◆ Enter the Expected Return Date of leave.
- ◆ Enter **FMLA** Leave field '**COVID19-EFML**' from the drop down.
- ◆ Select option from the Paid/Unpaid drop down.
- ◆ Enter the Last Date Worked.

2. If not submitting time through UCPath via I-181 then use Manage Accruals (E-084)

- ◆ EPSL Short description. EARN Code EPS and EFN (ESPL-FM) (1st 2 weeks)
- ◆ EFML Short description. EARN Code EFL and EMN (EFML-HR) (remaining 10 weeks)

Note: The 'Y' FMLA Flag must be set along with EFL and EPS in E-084. And existing Extended Absence requests needs to be on file.

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Biweekly Employee Example 2

Employee is paid biweekly. Employee takes two- weeks of EPSL (one week during the previous pay period) Due to their child's school or daycare closing related to COVID-19.

UCPath: Time is sent to UCPath via I-181. In addition, the EFML is entered into Administer Extended Absence. Locations need to track all weeks of EFML, including the two unpaid, because it reduces the 2020 12-week FML entitlement.

Navigation: PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**

1. Administer Extended Absence Example 2:

- ◆ Search for applicable employee.
- ◆ Enter the Start Date of leave.
- ◆ Enter the Expected Return Date of leave.
- ◆ Enter Leave field '**FFCRA COVID-19**' from the drop down.
- ◆ Enter **FMLA** Leave field '**COVID19-EFML**' from the drop down.
- ◆ Select option from the Paid/Unpaid drop down.
- ◆ Enter the Last Date Worked.

2. Time and Attendance

- ◆ **First workweek**, EPSL time is sent in I-181 under ESN Earn Code (40 hours).
- ◆ **Second workweek**, EPSL time is sent in I-181 under ESN (40 hours) and EFML time is sent in I-181.
- ◆ Evening shift differential is sent in I-181 under ESD Earn Code (80 hours).

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Biweekly Employee < 1 FTE Example 3 [Per CoE use Sick Leave]

Part-Time Hourly EE: Employee is 75%, bi-weekly, non-exempt groundskeeper who works 30/Hours a week 6/Hours a day Monday – Friday. On April 9, 2020 they go on EFML using Reason Code 5 because their child's school or day care is closed due to COVID-19. EE has choice to use Personal Sick Leave or UC Expanded Paid Administrative Leave to cover the first two weeks. EE chooses to use UC Expanded Paid Administrative Leave.

UCPath: Time is sent to UCPath via I-181. In addition, the EFML is entered into Administer Extended Absence. Locations need to track all weeks of EFML, including the two unpaid, because it reduces the 2020 12-week FML entitlement.

Navigation: PeopleSoft Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**

1. Administer Extended Absence Example 3:

- ◆ Unpaid Leave (two weeks)
 - ◆ Enter the Start Date of leave.
 - ◆ Enter the Expected Return Date of leave.
 - ◆ Enter **FMLA** Leave field '**COVID19-EFML**' from the drop down.
 - ◆ Select option from the Paid/Unpaid drop down.
 - ◆ Enter the Last Date Worked.

- ◆ Paid Leave
 - ◆ Enter the Start Date of leave.
 - ◆ Enter the Expected Return Date of leave.
 - ◆ Enter **FMLA/CFRA/PDLL** Leave field '**COVID19-EFML**' from the drop down.
 - ◆ Select from the Paid/Unpaid drop down.
 - ◆ Enter the Last Date Worked.

2. Time and Attendance

- ◆ **First workweek**, REG time is sent for April 6 (6 Hours), April 7 (6 Hours) and April 8 (6 Hours) for a total of (18 Hours) unpaid EFML. EE chooses to use Expanded Paid Administrative Leave to cover two weeks of unpaid time. Time is sent via the RVN EARN Code for April 9 (6 Hours) and April 10 (6 Hours) for a total of (12 Hours). Plus 8 of the 10 days in the next pay period. Then use EFN for the remainder of the EFML leave.

Note: Example for **EPSL** (TBD)

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Examples: How to Record Time against the Defined Earning Codes for Monthly (Salaried) Employees.

EPS Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	EPS	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 17	E7P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 18	E8P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 19	E9P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
Retro	9PL	4/1/2020	Retro-EPSL-EPS	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EE	4/1/2020	Retro-EPSL-ES7	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EF	4/1/2020	Retro-EPSL-ES8	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EG	4/1/2020	Retro-EPSL-ES9	EPSL-EE	Salaried	Amount Only	None	No	Yes	No

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

EFL Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	EFL	4/1/2020	Expanded Family Medical Leave	EFML-SL	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	Yes	Yes
NRA 17	FL7	4/1/2020	Expanded Family Medical Leave	EFML-SL	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 18	FL8	4/1/2020	Expanded Family Medical Leave	EFML-SL	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 19	FL9	4/1/2020	Expanded Family Medical Leave	EFML-SL	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
Retro	9FL	4/1/2020	Retro-EPSL-EPS	EFML-SL	Salaried	Amount Only	None	No	Yes	No
Retro	L79	4/1/2020	Retro-EPSL-ES7	EFML-SL	Salaried	Amount Only	None	No	Yes	No
Retro	L89	4/1/2020	Retro-EPSL-ES8	EFML-SL	Salaried	Amount Only	None	No	Yes	No
Retro	L99	4/1/2020	Retro-EPSL-ES9	EFML-SL	Salaried	Amount Only	None	No	Yes	No

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

EPS Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	EPS	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 17	E7P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 18	E8P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
NRA 19	E9P	4/1/2020	Emergency Paid Sick Leave - EE	EPSL-EE	Salaried	Either Hours or Amounts OK	Both Hours and Amount	Yes	No	Yes
Retro	9PL	4/1/2020	Retro-EPSL-EPS	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EE	4/1/2020	Retro-EPSL-ES7	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EF	4/1/2020	Retro-EPSL-ES8	EPSL-EE	Salaried	Amount Only	None	No	Yes	No
Retro	9EG	4/1/2020	Retro-EPSL-ES9	EPSL-EE	Salaried	Amount Only	None	No	Yes	No

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

ESF Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	ESF	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Salaried	Hours Only	Both Hours and Amount	Yes	Yes	Yes
NRA 17	E7F	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Salaried	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 18	E8F	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Salaried	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 19	E9F	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Salaried	Hours Only	Both Hours and Amount	Yes	No	Yes
Retro	9SF	4/1/2020	Retro-EPSL-EPS	EPSL-FM	Salaried	Amount Only	None	No	Yes	No
Retro	7000000000	4/1/2020	Retro-EPSL-ES7	EPSL-FM	Salaried	Amount Only	None	No	Yes	No
Retro	8000000000	4/1/2020	Retro-EPSL-ES8	EPSL-FM	Salaried	Amount Only	None	No	Yes	No
Retro	6000000000	4/1/2020	Retro-EPSL-ES9	EPSL-FM	Salaried	Amount Only	None	No	Yes	No

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

Examples: How to Record Time against the Defined Earning Codes for Biweekly (Hourly) Employees.

EMN Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	EMN	4/1/2020	Expanded Family Medical Leave	EFML-HR	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	Yes	Yes
NRA 17	FN7	4/1/2020	Expanded Family Medical Leave	EFML-HR	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 18	FN8	4/1/2020	Expanded Family Medical Leave	EFML-HR	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 19	FN9	4/1/2020	Expanded Family Medical Leave	EFML-HR	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
Retro	9FN	4/1/2020	Retro-EPSL-EPS	EFML-HR	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	F79	4/1/2020	Retro-EPSL-ES7	EFML-HR	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	F89	4/1/2020	Retro-EPSL-ES8	EFML-HR	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	F99	4/1/2020	Retro-EPSL-ES9	EFML-HR	Hourly and Exception Hourly	Amount Only	None	No	Yes	No

Job Aid: The Families First Coronavirus Response Act (FFCRA or Act)

EFN Earning Codes:

Code Type	Earnings Code	Eff. Date	Description	Short Description	Allowable Employee Types	Payment Type	Effect on FLSA	Eligible for Retro Pay	Used to Pay Retro	Hours Distribution
Earn Code	EFN	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	Yes	Yes
NRA 17	EF7	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 18	EF8	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
NRA 19	EF9	4/1/2020	Emergency Paid Sick Leave - Family	EPSL-FM	Hourly and Exception Hourly	Hours Only	Both Hours and Amount	Yes	No	Yes
Retro	8EF	4/1/2020	Retro-EPSL-EPS	EPSL-FM	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	E97	4/1/2020	Retro-EPSL-ES7	EPSL-FM	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	E98	4/1/2020	Retro-EPSL-ES8	EPSL-FM	Hourly and Exception Hourly	Amount Only	None	No	Yes	No
Retro	E99	4/1/2020	Retro-EPSL-ES9	EPSL-FM	Hourly and Exception Hourly	Amount Only	None	No	Yes	No