FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

Human Resources & Payroll Services
Topics to Be Covered

• Basics of New Leave Provisions
• Requesting the Leave in Workday
• Resources Available
• Frequently Asked Questions
The Families First Coronavirus Response Act (FFCRA) requires certain employers, including Texas A&M University System members, to provide two forms of paid leave to assist employees impacted by COVID-19.

- Emergency Paid Sick Leave (EPSL)
- Emergency Family and Medical Leave (EFMLA)
Who has access to FFCRA?

FFCRA leave which includes EPSL and EFMLA is accessible **ONLY** when there is an assigned function/role that is **capable** of being performed either onsite or at a remote location, but the employee is **UNABLE** to perform the assigned duties due to **specific qualifying, COVID-19-related** reasons.
Emergency Paid Sick Leave (EPSL)

Provides up to 80 hours of paid sick leave for employees who are unable to work* (including those who are unable to work remotely) AND who meet one of the six qualifying reasons related to COVID-19.

*If there is an assigned function/role that is capable of being performed either onsite or at a remote location
Emergency Family and Medical Leave Expansion Act (EFMLA)

The EFMLA amends and expands the federal Family and Medical Leave Act (FMLA), on a temporary basis (provides 12 weeks of job protected leave).

Qualifications:

• Employee is unable to work,* including work-from-home (remote work), due to the need to care for the employee’s child (under 18 years of age) when the child’s school or place of care is closed, or the childcare provider is unavailable due to a public health emergency.

• Employed at least 30 calendar days

• Available to ALL employee types including faculty, staff, and students

*If there is an assigned function/role that is capable of being performed either onsite or at a remote location
FFCRA’s Paid Leave

- Applies to FFCRA leave taken between April 1, 2020, and December 31, 2020
- Any FMLA previously taken by employee during current fiscal year must be subtracted from available EFMLA
- Leave types listed in Workday
Requesting FFCRA Leave in Workday

- 4- Emergency Family and Medical Leave Expansion Act (EFMLA) – (Weeks 1-2)
- 4- Emergency Family and Medical Leave Expansion Act (EFMLA) – (Weeks 3-12)
- 4- Emergency Paid Sick Leave (EPSL)

Select Qualifying Reason

- Care of employee's child - school closure or unavailable childcare due to health emergency (Weeks 1 - 2)
- Care of others - quarantine or isolation order
- Employee – experiencing COVID-19 symptoms AND seeking medical diagnosis
- Employee – federal/state/local quarantine or isolation order
- Employee – health care provider self-quarantine order
- Employee – substantially similar condition specified by Secretary of HHS
Requesting FFCRA Leave in Workday

If employee qualifies for EPSL & EFMLA, two entry types must be made for weeks 1-2 for employee to be paid.

Weeks 3-12 of EFMLA only require one entry type for employee to be paid.
1. Visit the FFCRA page at [TAMUT’s COVID-19 Webpage](#)
   - FFCRA PowerPoint
   - FAQ for Managers
   - FFCRA Department of Labor Poster/Notice
   - FFCRA FAQs
   - Workday User Guide on Requesting FFCRA Leave

2. All leave-related questions concerning COVID-19, including the use of EPSL or EFMLA, should be emailed to [hr@tamut.edu](mailto:hr@tamut.edu) or contact Kendal Rowe, Payroll & Leave Coordinator at 903-223-3097
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