

HR Update:
Families First Coronavirus Response Act
(FFCRA)

Dana Richardson, Benefits Manager
Leah Schonfeld, Chief HR Officer

Agenda for Call

- Families First Coronavirus Response Act (FFCRA)
Overview
- Emergency Paid Sick Leave Act (EPSL)
- Emergency Family and Medical Leave Expansion Act (EFMLA)
- Reminders for Supervisors and Employees
- Questions?

Emergency Paid Sick Leave or EPSL

- This new federal program provides paid sick leave for COVID-19 related absences for all employees regardless of how long they have been employed.
- This leave is applicable to most of our workforce since we are currently under an executive stay at home/work order from the governor.
- Provides up to 80 hours of paid sick leave for employees for six qualifying reasons related to COVID-19.
- Full-Time Employees may receive up to 80 hours
*can be taken as one occurrence or intermittently *
- Part-Time Employees may receive an average number of hours worked over a two-week period.
- This federal leave program is in addition to The Citadel's regular paid sick leave policy.
- Leave must be taken once between April 1-December 31, 2020 or until the governor's executive order expires.

Emergency Paid Sick Leave Reasons

Employees may take paid sick leave for any of the following six reasons and if they are unable to work on campus or telework:

- 1) To comply with a federal, state or local quarantine or isolation order related to COVID19;
- 2) To self-quarantine because the employee has been advised by a health care provider to do so due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of coronavirus and seeking a medical diagnosis;
- 4) To care for an individual who is self-isolating to comply with 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) To care for the employee's son or daughter if his/her school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

EPSL Compensation Rates

Employees who request for reasons 1, 2, or 3 are paid 100% of their regular hourly rate of pay

with a cap of \$511 per day, or \$5110 in total

Employees who request for reasons 4, 5, or 6 receive paid sick leave equal to the average number of hours worked over a two-week period by two-thirds of their regular hourly rate of pay

with a cap of \$200 per day, or \$2000 in total

Emergency Family and Medical Leave Act (Expansion of Family Medical Leave Act or FMLA+)

- The EFMLA expands the Federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work from home, as a result of having to care for a minor child due to COVID-19 related closure of a school or childcare center.
- Documentation will be required and may include (1) recommendation from a public health official or health care provider that relevant employee has symptoms or should be quarantined, (2) documentation or evidence of exposure, or (3) notice of school or childcare provider closure.

Emergency Family and Medical Leave Act (Expansion of Family Medical Leave Act or FMLA+)

- Eligible employees have been employed for at least 30 calendar days
- Provides job-protected leave (like Traditional FMLA) such that employees are entitled to the same or an equivalent position upon their return to work

EFMLA Compensation

- The first 10 days of the 12-week FMLA leave period may be unpaid leave, during which time an employee may substitute (but may not be compelled to take) accrued vacation or sick leave. They can also use the EPSL time if needed.
- After the first 10 days of leave, The Citadel shall provide paid leave for each day at a rate not less than $\frac{2}{3}$ of regular rate of pay for the number of hours the employee would normally be scheduled to work.
- For those employees with varying work schedules, the number of hours should be based upon the average number of hours scheduled over the previous six-month period or the reasonable expectation of hours at time of hire.
- In no event will the benefit amount for paid leave exceed \$200 per day and \$10,000 in the aggregate.

Submission and Approval Process

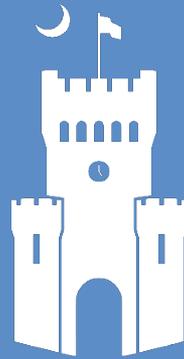
- To request either form of leave, employees must complete an online COVID-19 Leave Request Form, found on Human Resources landing page.
- Forms must be completed and approved a week before payroll in order to be processed on the upcoming paycheck. If we do not receive it in a timely manner, we will process on the next payroll cycle.
- HR verifies employee's eligibility and reviews required documentation, where applicable.
- HR notifies payroll of employee's request.
- Payroll begins leave tracking and pay information for processing.
- HR notifies employee and supervisor of approval.
- Employees requesting this leave should not enter any leave information through typical processes. We will be tracking outside of our current systems.

no more than 2 day turnaround time

Reminders for Employees and Supervisors

- Please encourage teleworking as much as possible.
- If teleworking is not an option, these leave options are available in addition to personal sick or annual leave use.
- Employees may use sick or annual leave during this time but should request through their typical approval process. We cannot require them to use personal leave before utilizing federal leave benefits.
- If employees are physically at work, please encourage social distancing as much as possible.
- If employee or family member are diagnosed, please contact hr@citadel.edu immediately. This will allow us to begin campus protocol for appropriate communication and cleaning and ensure we communicate additional benefits to the impacted employee. We will protect identities as much as possible and in accordance with ADA privacy laws.

Questions?



THE CITADEL