Emergency Paid Sick Leave Act

- Available to both benefitted and non-benefited employees, except those with Category I designation (mandatory/required on campus), who are unable to work or telework for COVID-19 related reasons
- Eligible for up to 80 hours of Emergency Paid Sick Leave (prorated based on FTE)
- Emergency Paid Sick Leave is in addition to any existing sick leave and should be used before other accrued leave time is used
- Not available if employee can work normal number of hours outside of regular normal scheduled shift (early mornings, late nights, weekends)
- Can be used intermittently if employee is able to telework and unable to work normal scheduled hours due to a qualifying reason (subject to manager’s approval)
- Eligible employees must fill out the Request for Leave Under the FFCRA Form and submit the completed form to AbsenceManagement@utah.edu

<table>
<thead>
<tr>
<th>Reason for leave</th>
<th>Daily pay rate/cap</th>
<th>Total pay cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarantine or isolation order.</td>
<td>Regular rate of pay up to a cap of $511</td>
<td>$5,110</td>
</tr>
<tr>
<td>Advice from a health care provider to self-quarantine.</td>
<td></td>
<td></td>
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<tr>
<td>Experiencing symptoms of COVID-19 and seeking a medical diagnosis.</td>
<td></td>
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</tbody>
</table>

Information courtesy of shrm.org

Reasons for Leave: Employee’s own COVID-19 related condition/isolation order:
- Paid at 100% regular rate of pay up to $511/day, $5,110 total (up to 10 days)
- Employee is subject to quarantine or isolation order
- Employee has been advised by health care provider to self-quarantine
- Employee is experiencing COVID-19 symptoms and seeking medical diagnosis

Reporting Time in Kronos:
- Department enters LVE pay code for the employee’s missed hours (up to 80 hours)

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</tr>
</thead>
<tbody>
<tr>
<td>Caring for an individual subject to a quarantine or isolation order, or who has been advised by a health care provider to self-quarantine</td>
<td>Two-thirds the regular rate of pay, up to a cap of $200</td>
<td>$2,000</td>
</tr>
<tr>
<td>Caring for own child whose school or place of care has closed, or whose care provider is unavailable due to COVID-19.</td>
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<tr>
<td>Experiencing other substantially similar condition specified by the secretary of health and human services.</td>
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<td></td>
</tr>
</tbody>
</table>

Information courtesy of shrm.org

Reasons for Leave: Caring for individual with COVID-19/isolation order; or for child whose school/daycare is closed
- Paid at two-thirds regular rate of pay up to $200/day, $2,000 total (up to 10 days)
- Employee is caring for an individual subject to quarantine or isolation order (advised by health care provider to self-quarantine)
- Employee is caring for own child whose school or place of care has closed
- Employee is experiencing other similar condition (to be defined later by DOL)

Reporting Time in Kronos:
- Department enters LVD pay code for 2/3 of the employee’s missed hours
- At employee’s direction, department enters appropriate pay code to cover the remaining 1/3 missed hours: sick, vacation, personal preference, or unpaid leave excused
Emergency Family and Medical Leave Expansion Act (Expanded FMLA Leave for Childcare)

The Act expanded FMLA eligibility to non-benefitted employees, and reasons for which FMLA can be taken now include caring for your own child whose school or place of care has closed due to COVID-19.

- Available to benefitted and non-benefitted employees, except those with Category I designation (mandatory/required on campus), who have been employed by the University for at least 30 days
- Eligible for expanded FMLA leave if the employee is unable to work or telework due to caring for own child whose school or place of care has closed due to COVID-19 related reasons
- Does not expand the amount of protected leave time available under the FMLA. Protected leave under the FMLA still remains at 12 work weeks in a rolling calendar year
- Provides up to 10 weeks paid time off at 2/3 of the employee’s regular rate of pay
  - First 10 days: First 10 days are unpaid unless the employee elects to use accrued leave or Emergency Paid Sick Leave
  - Day 11 and beyond: Remainder of Expanded FMLA is paid at 2/3 of the employee’s regular rate of pay for the number of hours the employee would have otherwise been scheduled to work on a given day (capped at $200/day, $10,000 total)
- Eligible employees must fill out the Request for Leave Under the FFCRA Form and submit the completed form to AbsenceManagement@utah.edu

Reporting time in Kronos:

First 10 days if employee elects to use Emergency Paid Sick Leave:
- Department enters LVD pay code for 2/3 of the employee’s missed hours
- At employee’s direction, department enters appropriate code to cover the remaining 1/3 missed hours: sick, vacation, personal preference, or unpaid leave excused
- Daily earnings are capped at $200/day; therefore, the employee can elect to use own leave accruals to cover the first 10 days instead of using Extended Paid Sick Leave.

Day 11 and beyond:
- Department enters MLV pay code for 2/3 of the employee’s missed hours
- At employee’s direction, department enters appropriate pay code to cover the remaining 1/3 missed hours: sick, vacation, personal preference, or unpaid leave excused

To apply for the Emergency Paid Sick Leave Act and/or Emergency Family and Medical Leave Act, eligible employees must fill out the Request for Leave Under the FFCRA Form and submit the completed form to AbsenceManagement@utah.edu.

Frequently asked questions about the Emergency Paid Sick Leave Act and the Emergency Family & Medical Leave Expansion Act can be accessed here.