

The Families First Coronavirus Response Act (FFCRA) provides qualifying employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The FFCRA includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act, which are outlined below.

Emergency Paid Sick Leave Act

- Available to both benefitted and non-benefitted 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

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

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)

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

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 to now include caring for 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 for 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](#).