The University of Vermont

To: UVM Community

From: Wanda Heading-Grant, Vice President
            Human Resource Services, Diversity, and Multicultural Affairs

Date: April 3, 2020

RE: Families First Coronavirus Response Act (FFCRA) Leave Processes and Time Reporting
            Codes

This memo outlines the specific processes for requesting leave under the Families First Coronavirus Response Act (FFCRA), which became effective on April 1.

Emergency Paid Sick Leave
An employee is eligible for emergency paid sick leave ("EPSL") if the employee is unable to work or to telework because the employee:

- is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms;
- needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms;
- has to care for or assist an individual who is under self-quarantine or is subject to a quarantine order for COVID-19; or
- must care for a child if the school or place of care is closed or unavailable due to COVID-19.

Full-time employees may receive up to eighty (80) hours of EPSL. Part-time employees are eligible for a number of hours equal to the number of hours they work, on average, over a two-week period. Subject to certain maximums, EPSL is paid at the employee's regular pay for leave taken on the basis of the employee's own condition. For employees using EPSL to care for an individual or for childcare reasons, EPSL is paid at a rate that is equal to two-thirds of the employee's regular pay.

Public Health Emergency Leave
An employee who has worked for at least thirty (30) days is eligible for up to twelve (12) weeks of job-protected public health emergency leave ("PHEL") if the employee is unable to work (or telework) due to a need to care for a child under 18 years of age if the child's school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency.

The first ten (10) days of PHEL are unpaid, although an employee may elect to substitute another form of available paid leave for those days. The remaining ten (10) weeks of PHEL will be paid at two-thirds of the employee's usual pay based on the employee's regular work schedule, up to $200 per day.

Leave Form and Process

Employees requesting to be excused from work should continue to follow existing departmental leave procedures. However, if an employee is requesting to use EPSL or PHEL, they must also complete the COVID-19 Leave Form and discuss their request with their supervisor.

Please e-mail uvmler@uvm.edu with questions about employee leave entitlements.

As a reminder, employees who have been on campus or other UVM worksite in the past 14 days who are known to have COVID-19, or who are presumed to have it because they are sick with COVID-19 symptoms, or have been in close contact with someone who has COVID-19, or have been directed by their doctor or the health department to stay home, should also complete UVM's COVID-19 tracking form.

FFCRA Time Reporting Codes in PeopleSoft and Kronos

Employees are required to record specific time reporting codes to track EPSL and/or PHEL used on and after April 1. All reported time must be recorded in full day increments. Employees must enter the full number of hours for which they are scheduled—**do not enter partial days**. Part-time employees and temporary hourly employees must enter the number of hours they are normally scheduled to work on a daily basis.

Once an employee begins taking EPSL, the employee must continue to use the paid sick leave until the employee uses the entire amount of available EPSL or no longer has a qualifying reason for taking EPSL. If the circumstances are such that your need for EPSL abates, you do not have to use all ten days, **but you must use the days consecutively once begun**.

For **PeopleSoft** time reporting:

373 – EPSL COVID Pay	056 - TEMP EPSL COVID
374 - PHEL COVID Pay	057 - TEMP PHEL COVID

For **Kronos** time reporting:

EPSL COVID	PHEL COVID

Please refer to this User Guide for step-by-step instructions on how to process the leave. We will be scheduling training for Human Resource Representatives and Business Managers next week on the use of the new COVID-19 leave form and time reporting codes.

See Human Resource Services' Employee Frequently Asked Questions (FAQ) for additional information.