



# HR LIAISON NETWORK NEWS

April 15, 2020 | **SPECIAL NETWORK NEWS MESSAGE**

## **Families First Coronavirus Response Act – Paid Leave Types**

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)* and *Emergency Family and Medical Leave (EFMLA)*.

**FFCRA leave including 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 certain, specified COVID-19-related reasons.**

HR Liaisons, especially those in the Absence Partner role, are asked to familiarize themselves with the parameters of the FFCRA paid leave types in order to assist employees and managers when questions arise. At Texas A&M University, employees will submit their requests for EPSL and/or EFMLA using the [EPSL Request Form](#) and/or [EFMLA Request Form](#). These forms will be used to document all necessary information as required by FFCRA. Once the EPSL and/or EFMLA is approved, EPSL and/or EFMLA leave requests will need to be submitted in Workday. Note that these leave requests will route to both the manager and Absence Partner for review and approval in Workday.

### **Emergency Paid Sick Leave (EPSL) Act**

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 six qualifying reasons related to COVID-19 listed below. EPSL is available to ALL employee types including faculty, staff, and students (*Budgeted, Wage\*, and Student\**).

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. A self-imposed quarantine without medical advice does not qualify.
3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
4. The employee is caring for an individual (not specifically limited to family members) subject to or advised to quarantine or self-isolate.
5. The employee is caring for the employee's child whose school or place of care is closed, or whose child care provider is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.

### **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, to provide qualifying employees 12 weeks of leave (job protected) if the employee is unable to work, including work-from-home (remotely), 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 child care provider is unavailable due to a public health emergency. A public health emergency is "an emergency with respect to COVID-19 declared by a Federal, State, or local authority."

Employees are eligible to take leave under the EFMLA Act if they have been *employed at least 30 calendar days*. EFMLA is available to ALL employee types including faculty, staff, and students (*Budgeted, Wage\*, and Student\**).

*\* Wage or student employees are eligible for EPSL and EFMLA at the time they are called upon to work and at that time indicate they cannot work due to one of the listed reasons.*

The FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020. These paid leave provisions are not retroactive. Prior to April 1, 2020, managers were encouraged to request emergency leave for employees to account for non-productive hours due to reasons related to COVID-19.

We have updated our employment-related FAQs with this information and have created a dedicated FFCRA webpage. Visit <https://employees.tamu.edu/covid-19/FFCRA> for FFCRA leave information including FAQs, request forms, and a Workday job aid. As a reminder, all leave-related questions concerning the coronavirus, including the use of EPSL or EFMLA, should be emailed to [benefits@tamu.edu](mailto:benefits@tamu.edu) for TAMU or [hschr@tamu.edu](mailto:hschr@tamu.edu) for HSC.

Thank you, HR Liaisons, for your dedication and support of our employees as we do our best to navigate through these difficult times.

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## FFCRA Virtual Question and Answer Sessions

The Division of Human Resources and Organizational Effectiveness (HROE) will be hosting two Question and Answer sessions for HR Liaisons regarding FFCRA. We ask that all participants review the information contained within this special edition of the HR Liaison Network News (including materials on the dedicated webpage) and come prepared to ask questions you may have about FFCRA. This is not intended to be a formal training session; however, it is an opportunity to hear the types of questions that your colleagues may raise.

### Friday, April 17, 2020

Time: 10:00 AM-11:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://tamu.zoom.us/j/92214983558?pwd=MDdIUUVliL0tL05XTVpvaHVFZ1EzQT09>

Meeting ID: 922 1498 3558

Password: 431519

### Tuesday, April 21, 2020

Time: 11:00 AM-12:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://tamu.zoom.us/j/97331541359?pwd=T0Rnd3p4Q21qd3FDNXdrTzRjcnp4dz09>

Meeting ID: 973 3154 1359

Password: 079046

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 979.845.4141

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for [new hires](#) to maintaining workplace unity while supporting employees and management. Learn more at: [employees.tamu.edu/liasons](https://employees.tamu.edu/liasons)

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