FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) Q&A SESSION FOR HR LIAISONS

Human Resources & Organizational Effectiveness

April 21, 2020
Topics to Be Covered

- Role of HR Liaison as Absence Partner
- Requesting the Leave in Workday
- Resources Available
- Some Questions Received So Far
- Q&A
Role of HRL as Absence Partner

• What is expected of you?
  – Educate yourself to be a resource to your departments
  – Ask questions if there are situations not covered by existing resources
  – Review what is submitted in Workday to monitor totals when there are multiple leave types

• What is NOT expected of you?
  – Make leave decisions for employees
  – Complete forms for employees (except in special cases where access is not available)
  – Request leave in Workday for employees (except in special cases)
FFCRA – 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.
Who has access to FFCRA?

FFCRA leave which includes 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 **specific qualifying, COVID-19-related reasons**.
Emergency Paid Sick Leave (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 the six qualifying reasons related to COVID-19.

*If there is an assigned function/role that is capable of being performed either onsite or at a remote location*

**EPSL Request Form**
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 (provides 12 weeks of job protected leave).

Qualifications:
- 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.
- Employed at least 30 calendar days
- Available to ALL employee types including faculty, staff, and students

*If there is an assigned function/role that is capable of being performed either onsite or at a remote location

EFLMA Request Form
FFCRA’s Paid Leave

- Apply to FFCRA leave taken between April 1, 2020, and December 31, 2020.
- Any FMLA previously taken by employee during current fiscal year must be subtracted from available EFMLA
- Leave types listed in Workday
Logging FFCRA Leave in Workday

Select Qualifying Reason

- 4- Emergency Family and Medical Leave Expansion Act (EFMLA) – (Weeks 1-2)
- 4- Emergency Family and Medical Leave Expansion Act (EFMLA) – (Weeks 3-12)
- 4- Emergency Paid Sick Leave (EPSL)

- Care of employee’s child - school closure or unavailable childcare due to health emergency (Weeks 1 – 2)
- Care of others - quarantine or isolation order
- Employee – experiencing COVID-19 symptoms AND seeking medical diagnosis
- Employee – federal/state/local quarantine or isolation order
- Employee – health care provider self-quarantine order
- Employee – substantially similar condition specified by Secretary of HHS
# Logging FFCRA Leave in Workday

If employee qualifies for EPSL & EFMLA, two entry types must be made for weeks 1-2 in order for employee to be paid.

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Weeks 3-12 of EFMLA only require one entry type for employee to be paid

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1. Visit https://employees.tamu.edu/covid-19/FFCRA
   • FAQs
   • Request Forms
   • Workday Job Aid

2. All leave-related questions concerning the coronavirus, including the use of EPSL or EFMLA, should be emailed to benefits@tamu.edu for TAMU or hschr@tamu.edu for HSC
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