Families First Coronavirus Response Act (FFCRA)

The federal Families First Coronavirus Response Act (FFCRA or Act) was enacted to address the impact of the Coronavirus pandemic on the U.S. Community. The Act provides employees (to include temporary employees) with paid sick leave and/or expanded family and medical leave (FML) for specified reasons related to COVID-19. These provisions are effective May 1, 2020 through December 31, 2020.

Specifically, the Act provides eligible employees the following coverage:

- **Two weeks (up to 80 hours) of paid sick leave at the employee’s regular rate of pay (up to $511 per day and $5,110 total)** where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

- **Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay (up to $200 per day and $2,000 total)** because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- **Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee’s regular rate of pay (up to $200 per day and $12,000 total)** where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

**Eligible Employees:** All employees are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

**Notice:** Where leave is foreseeable, the employee should provide notice of leave to the appropriate supervisor as is practicable. After the first workday of paid sick time, the university may require employees to follow reasonable notice procedures in order to continue receiving paid sick time. Requests for expanded family and medical leave must be approved by the Office of Human Resources.
**Applicability to Other Leave Options:** Approved FFCRA paid sick leave or expanded family and medical leave will be utilized prior to other leave being taken. However, other forms of available leave (COVID-19 Paid Administrative Leave; Sick Leave; Vacation Leave; Compensatory Leave, etc.) may be utilized to supplement FFCRA leave up to 100% of an employee’s base salary.

**Additional Information:**

- [Families First Coronavirus Response Act (FFCRA) – Guidance and Employee Leave Request Form](#)
- [Comparison of Types of Leave Available for COVID-19](#)
- [FFCRA FAQ’s](#)
- [FFCRA Poster](#)