

	Families First Coronavirus Response Act (FFCRA)		
	Coronavirus Paid Administrative Leave (CPAL)	Emergency Paid Sick Leave (EPSLA)	Emergency Family Medical Leave Expansion Act (EFMLEA)
<i>Effective Dates</i>	March 23, 2020 – December 31, 2020	April 1, 2020 – December 31, 2020	April 1, 2020 – December 31, 2020
<i>Eligible Employees</i>	<ul style="list-style-type: none"> • Employees with a time base • Academic student employees (Unit 11) • Non-represented student assistants (Exception: Federal Work Student Students) 	<ul style="list-style-type: none"> • All employees 	<ul style="list-style-type: none"> • All employees employed at least 30 days <p>Exception: Emergency responders and healthcare workers are not eligible for leave under FFCRA due to school or daycare closure.</p>
<i>Qualifying Reasons</i>	<p>May be used only if the employee is unable to work, on campus or remotely, for the following purposes:</p> <ul style="list-style-type: none"> • When an employee is unable to work due to the employee’s own COVID-19-related illness; • When an employee is unable to work due to the COVID-19-related illness of a family member whom the employee would normally be allowed to use sick leave for; • When an employee is unable to work because the employee has been directed by their healthcare provider not to come to the worksite for COVID-19-related reasons; • When an employee is unable to work because the employee has been directed by their supervisor that it is not operationally feasible for the employee to work remotely; • When an employee is unable to work due to a COVID-19 related school or daycare closure and the employee is required to be at home with a child(ren) or dependent(s), and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment. 	<p>May be used only if an employee is unable to work or telework because:</p> <ol style="list-style-type: none"> 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 because of COVID-19; 3. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis; 4. The employee is caring for an individual subject or advised to quarantine or isolation; 5. The employee is caring for a son or daughter whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 precautions; or 6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Labor and Treasury. <p>Exception: Emergency responders and healthcare workers are excluded from paid leave for Qualifying Reasons #4 and #5 listed above.</p>	<p>“A qualifying need related to a public health emergency” (meaning an emergency with respect to COVID-19 declared by a federal, state, or local authority).</p> <p>This “qualifying need” is limited to circumstances where an employee is unable to work (or telework) to care for a minor child if the child’s school or place of childcare has been closed or is unavailable due to a public health emergency.</p>

	Coronavirus Paid Administrative Leave (CPAL)	Emergency Paid Sick Leave (EPSLA)	Emergency Family Medical Leave Expansion Act (EFMLEA)
<i>Amount of Leave</i>	<ul style="list-style-type: none"> Full-time employees: 256 hours Part-time employees: Prorated according to their percent of the appointment or timebase (hours normally scheduled to work) <p>Example: Employee with a .50 timebase is eligible for 128 hours.</p>	<ul style="list-style-type: none"> Full-time employees: 80 hours (2 weeks) Part-time employees: The number of hours that the employee works, on average, over a 2-week period 	<ul style="list-style-type: none"> Up to 12 weeks Full-time employees: 2 weeks of paid sick leave followed up by up to 10 weeks of paid EFMLEA at 40 hours a week Part-time employees: Eligible for leave for the number of hours (or timebase) the employee is normally scheduled to work over that period
<i>Use of Leave</i>	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments Non-exempt employees: May use in leave is less than full day increments 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments Non-exempt employees: May use in leave is less than full day increments 	<ul style="list-style-type: none"> Exempt employees: Must use leave in full day increments unless the leave is designated under EFMLEA Non-exempt employees: May use in leave is less than full day increments
<i>Requesting Leave</i>	<ul style="list-style-type: none"> Request for CPAL form (Adobe Sign version) 	<ul style="list-style-type: none"> Completion of Request for FFCRA form 	<ul style="list-style-type: none"> Completion of Request for FFCRA form
<i>Reporting Time</i>	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CPAL' in the Comments Section 	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CSIC' in the Comments Section 	<ul style="list-style-type: none"> Absence Management: Use 'PAL/FFCRA' leave code Type 'CFML' in the Comments Section
<i>Order of Leave</i>	<ul style="list-style-type: none"> Intended to be used prior to FFCRA, but not a mandate 	<ul style="list-style-type: none"> May be used before using other accrued leave balances 	<ul style="list-style-type: none"> May be used before using other accrued leave balances