

Families First Coronavirus Response Act (FFCRA)



The Families First Coronavirus Response Act (FFCRA) provides USU employees with paid emergency sick leave and emergency family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Supervisors are authorized to approve telework and/or flexible schedules wherever possible for positions where work can be done remotely. For employees and positions that are not able to work or telework due to COVID-19, the following paid leave may be available:

USU Employee Who:	Effective April 1, Employees are Eligible For:	Where and How to Process Leave:
<p><i>Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19</i></p> <p>OR</p> <p><i>Has been advised by a health care provider to self-quarantine related to COVID-19</i></p> <p>OR</p> <p><i>Is experiencing COVID-19 symptoms and is seeking a medical diagnosis</i></p>	<p>Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of FFCRA emergency sick leave, paid at 100%, up to \$511 daily and \$5,110 total.</p> <p>For benefited employees, any amount over the cap may be made up using accrued sick leave, comp time (for non-exempt employees) and annual leave.</p>	<p>Benefited Employees – Employee should request leave in MyTime using the “Emergency Sick COVID-19” leave type in the drop-down menu</p> <p>Non-Benefited Employees – Supervisor will submit leave request in Service Now</p>
<p><i>Is caring for an individual subject to a Federal, State, or local quarantine or isolation order or who is in self-quarantine</i></p> <p>OR</p> <p><i>Is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services</i></p>	<p>Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of FFCRA emergency sick leave, paid at 2/3*, up to \$200 daily and \$2,000 total.</p> <p>For benefited employees, the other 1/3 of pay or any amount over the cap may be made up using accrued sick leave, comp time (for non-exempt employees) and annual leave.</p>	<p>Benefited Employees – Employee should request leave in MyTime using the “Emergency Sick COVID-19” leave type in the drop-down menu</p> <p>Non-Benefited Employees – Supervisor will submit leave request in Service Now</p>
<p><i>Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19</i></p>	<p>Up to 12 weeks (480 hours, or a part-time employee's 12-week equivalent) of FFCRA emergency sick leave and expanded FFCRA emergency family and medical leave paid at 2/3* for up to \$200 daily and \$12,000 total. (Note: FFCRA emergency sick leave and FFCRA emergency family and medical leave will run concurrently).</p> <p>For benefited employees, the other 1/3 of pay or any amount over the cap may be made up using accrued sick leave, comp time (for non-exempt employees) and annual leave.</p>	<p>Benefited Employees – Employee should request leave for the first 2 weeks in MyTime using the “Emergency Sick COVID-19” leave type in the drop-down menu</p> <p>Non-Benefited Employees – Supervisor will submit leave request for the first 2 weeks in Service Now</p> <p>All Employees - Submit FFCRA emergency FMLA Request in Service Now under Human Resources. Communication will be sent to employee and supervisor from HR about eligibility and how to record time during FFCRA emergency FMLA leave</p>

*2/3 their regular rate or 2/3 the Federal Minimum Wage of \$7.25 per hour whichever is higher.

Contact the USU Human Resources Solutions Center at 435 797-0122 or hr@usu.edu for additional support or guidance.