



Frequently Asked Questions about the Families First Coronavirus Response Act at UCF

Latest Update: April 7, 2020, 4:00 p.m.

HR continues to review and update the resources and FAQs on our COVID-19 Information page (<https://hr.ucf.edu/covid19-hr-info/>) as well as our dedicated FFCRA page (<https://hr.ucf.edu/families-first-coronavirus-response-act/>). We are committed to keeping you informed about new guidance and directives from the state and federal government and to address other changes in circumstances. This is a very dynamic time, and the FAQs will continue to reflect that. If you are in doubt about how a particular FAQ applies to your particular question, or see anything that you think needs updated, please email us at hrconnection@ucf.edu.

Is the Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave (EFMLA) a federal law?

Yes, they are provisions under the Families First Coronavirus Response Act.

What are the COVID-19 qualifying reasons for Emergency Paid Sick Leave?

- (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;
- (3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to a quarantine or isolation order or has been advised by a health care provider to self-quarantine;
- (5) The employee is caring for a son or daughter because the child's school or place of care has been closed or the child's childcare is unavailable due to COVID-19 precautions;
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of the HHS in consultation with the Secretary of the Treasury and the Secretary of Labor.

** Beginning Friday, April 3, eligible employees who are unable to work remotely or on campus due to Governor DeSantis' Safer At Home Order will qualify for EPSL under Reason #1.*

Is Governor DeSantis' Safer At Home Order considered a COVID-19 qualifying reason?

Yes, UCF recently received guidance clarifying that if employees are unable to work because of the Safer At Home Order, it is considered as a quarantine or isolation order.

Are employees paid from contracts and grants eligible for Emergency Paid Sick Leave (EPSL) and/or Emergency Family Medical Leave (EFML)?

Yes, they are eligible, and this is an unfunded mandate. We are required to comply with this federal law.

Can employees use the EPSL to take care of an individual who is not a family member?

Yes, per Department of Labor guidance, employees can use EPSL to take care of an individual who is an immediately family member or someone who regularly resides in their home. They may also take paid sick leave to care for someone if their relationship creates an expectation that they would care of the person in a quarantine or self-quarantine, and that individual depends on their care during the quarantine or self-quarantine.

Who does Emergency Paid Sick Leave (EPSL) apply to? Does it apply to OPS and Post-Docs?

Excluding federal work study students, it includes all employees. Yes, it applies to OPS and Post-Docs, too.

Is there a form for EPSL ?

Employees will document their EPSL hours on the LAPER.

Does EPSL apply to OPS stipend employees?

Yes, the EPSL applies to OPS stipend employees who are not able to work onsite or remotely due to a COVID-19 qualifying reason. Stay at Home orders are now considered a COVID-19 qualifying reason.

Are student employees eligible for the Emergency Paid Sick Leave (EPSL)?

Yes (except for federal work study students), if they are unable to work due to a COVID-19 qualifying reason.

If student employees are not able to work because the office is closed due to the stay at home orders, will they be paid?

Due to new guidance, Stay at Home Orders are now considered a COVID-19 qualifying reason. Student employees (excluding federal work study) will be eligible for EPSL. The individual will need to document those hours on their LAPER to be entered by the Payroll Processor per the detailed instructions send out by the Payroll department. They will be allocated the number of EPSL hours based on their standard hours (X2) listed on their most recent ePAF prior to implementation.

If my employees cannot work due to the Safer At Home Order, are they eligible for the Emergency Paid Sick Leave (EPSL)?

Yes, the employees would be eligible for EPSL under qualifying reason #1 due to the current statewide order which qualifies as a quarantine or isolation order.

As a hiring department, due to UCF depopulating the university, I don't have any work for my employees to complete onsite and their duties cannot be performed remotely. Are they eligible for the Emergency Paid Sick Leave (EPSL)?

Yes. Based on the statewide Safer At Home Order which went into effect on April 3rd and UCF's recent guidance update, employees are considered eligible to use the Emergency Paid Sick Leave (EPSL) hours under the first qualifying reason, even if they do not currently have work available.

I'm an OPS employee, and my department doesn't have any work for me. Am I eligible for the Emergency Paid Sick Leave (EPSL)?

Yes, you would be eligible for Emergency Paid Sick Leave (EPSL) and may draw upon your available leave balance beginning April 3rd. You could also be eligible for unemployment benefits, at <https://www.stateofflorida.com/articles/florida-unemployment/>.

Will OPS employees qualify for the 80 hours of EPSL if they are unable to work due to COVID-19? What if they were hired part-time?

If OPS employees had 40 hours listed on their most recent ePAF, they will be granted 80 hours of EPSL. If they are part-time, the hours listed on the ePAF multiplied by 2 will be granted to them. Example, OPS employee with 20 standard hours will be granted 40 hours of EPSL.

Do individuals only receive a total of 80 hrs. for Apr. 1-Dec. 31? Is it replenished?

EPSL is not replenished. For full-time employees, they will receive a total allotment of 80 hours of EPSL.

Do OPS employees on a stipend qualify for Emergency Paid Sick Leave (EPSL)? Will their leave be allocated based on ACA hours or scheduled hours?

OPS employees on a stipend will qualify for EPSL if they are unable to work or work remotely due to a COVID-19 qualifying reason. They will be eligible based on their scheduled hours listed on their most recent ePAF prior to implementation.

How was the EPSL hours allocated for OPS employees?

It was based on their standard hours on their most recent ePAF prior to implementation. An email was sent out to all ePAF Originators to review that the standard hours in the system was accurate. They were instructed to submit job change ePAFs to update the standard hours as needed.

For our OPS employees who are working remotely, how will they be paid ?

If OPS (excluding work-study) employees are able to work remotely, they will be paid strictly based on the hours approved by their supervisor per their timesheet.

Will OPS employees automatically be paid based on their average hours for the last 6 months?

No, OPS employees will not automatically be paid based on their average hours for the past 6 months. Payroll Processors will need to key the hours for EPSL for eligible employees (excluding federal work study) due to a COVID-19 qualifying reason. Please refer to the detailed information that was sent out by the Payroll department

My hours have been reduced, am I eligible for the Emergency Paid Sick Leave (EPSL)?

If your department reduces your work hours due to a COVID-19 covered reason, you may use EPSL for the regular hours you are not scheduled to work.

I'm able to work my regularly scheduled hours remotely. Can I receive the Emergency Paid Sick Leave (EPSL) or Emergency Family and Medical Leave(EFML)?

No, since you are able to work remotely, you would not be eligible for the Emergency Paid Sick Leave (EPSL) and/or emergency family and medical leave unless you become unable to work due to a covered COVID-19 reason.

How will Resident Assistants be paid if they are still working in the Housing Residence Halls?

If they are still working, they will be paid under the normal procedure.

How long do I have to be on payroll to be eligible for the Emergency Paid Sick Leave?

You are immediately eligible if you are unable to work due a COVID-19 qualifying reason.

How long do I have to be on payroll to be eligible for the Emergency Family Leave (EFMLA)?

You must be on payroll for 30 calendar days and you are unable to work or work remotely due to caring for a son or daughter, if the school or place of childcare has been closed or childcare provider is unavailable as a result of COVID-19.

Can employees use either sick or annual leave to supplement their EFMLA leave, or do they need to exhaust sick leave first?

An employee may elect to supplement the two-thirds pay rate by using accrued and available paid leave time concurrently with emergency FMLA leave. However, they are not required to do so.

What is considered reasonable documentation to support the ESPL request for leave?

In the case of a leave request based on a quarantine order or self-quarantine advice (including the Florida Safer At Home Order), the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advice to self-quarantine is not the employee, that person's name and relation to the employee is required.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Once Administrative Leave ends, will employees need to use their own leave?

Administrative Leave is being extended through 04/16/2020. After that, employees can use their allotment of Emergency Paid Sick Leave hours and then their own leave.

How does short term/long term disability come into play?

Employees covered by a UCF Short Term Disability (STD) or Long Term Disability (LTD) plan may be eligible for benefits if they are diagnosed with the illness and are sick and unable to perform the major duties of their job due to the sickness.

Contact information for the disability carriers are listed below:

Colonial Life: 888-756-6701 or www.visityouville.com/stateoffl

The Gabor Agency: 800-330-6115 or <http://www.gaboragency.com/your-benefits/university-central-florida/group-disability/disability-insurance>

Why did ePAF Originators have to update their standard hours via EPAF if they aren't working?

We have received updated guidance, and OPS employees who are not eligible to work or work remotely due to the Stay at Home order are now eligible to use their allocated EPSL hours. It was beneficial that ePAFs were submitted to update the standard hours.

Can employees who have minor children at home use EPSL hours to care for them?

Yes, under the EPSL, COVID-19 qualifying reason #5, they may use EPSL to care of the employee's son or daughter if a school or place of care is closed, or the childcare provider is unavailable, due to COVID-19 precautions.

If the school is providing virtual learning, is it considered open or closed? And if virtual learning is considered closed, can EPSL be used on an hourly basis or does it need to be used in full day increments?

Schools that transitioned to virtual learning due to the COVID-19 pandemic are considered closed. EPSL can be used on an hourly basis, does not need to be used in full-day increments.