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

Latest Update: April 4, 2020, 4:30 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.

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?

No, employees are only eligible for the emergency paid sick leave if there is work available, but they are unable to perform the work due to a COVID-19 qualifying reason.

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

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.

If my employees cannot work due to the Safer at Home Order, are they eligible for the emergency paid sick leave?  
They would only be eligible if there is work available, but they are unable to perform the work due to the Order or one of the other qualifying reasons.
I’m an OPS employee, and my department doesn’t have any work for me. Am I eligible for the emergency paid sick leave?
No, as there is not work available for you to perform, you are not eligible for emergency paid sick leave. You could be eligible for unemployment benefits, https://www.stateofflorida.com/articles/florida-unemployment/.

My hours have been reduced, am I eligible for the emergency paid sick leave?
No. If your department reduces your work hours because they do not have work for you to perform, you may not use paid sick leave or emergency family and medical leave for the hours that you are no longer scheduled to work.

Are student employees eligible for the emergency paid sick leave?
Yes (except for federal work study students), if there is available work for them to complete, but they are unable to perform the work due to a COVID-19 qualifying reason.

I’m able to work remotely, can I receive the emergency paid sick leave or emergency family and medical leave?
No, since you are able to work remotely, you would not be eligible for the emergency paid sick leave and/or emergency family and medical leave.

Are employees paid from contracts and grants eligible for emergency paid sick leave and/or emergency family medical leave?
Yes, they are eligible, and this is an unfunded mandate. We are required to comply with this federal law.

How long do I have to be on payroll to be eligible for the Emergency Paid Sick Leave?
You are immediately eligible as long as there has been available work for you to perform, but you are unable to do so due a COVID-19 qualifying reason.

How long do I have to be on payroll to be eligible for the Emergency Family Paid Leave?
You must be on payroll for 30 calendar days and have work available to perform in order to be eligible. If these conditions are met, you qualify for EFMLA if 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.

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

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 advised to self-quarantine is not the employee, that person’s name and relation to the employee.

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.