Agenda

Summary of the Families First Coronavirus Response Act – Maureen Binder, CHRO

Implementation at UCF
- Emergency Paid Sick Leave – Payroll
- Emergency Family and Medical Leave – Leave Administration

Communication Plan – HR Administration

Q&A – Maureen and Team
Summary

• Federal law is **effective Wednesday, April 1, 2020.**

• Provides two types of benefits:
  • Emergency Paid Sick Leave (EPSL)
  • Emergency FMLA (EFMLA)

• UCF is providing more generous EPSL than required.

• Specific requirements for eligibility and qualifying reasons.

• DOL is updating guidance continuously.
Emergency Paid Sick Leave

HR Payroll
Emergency Paid Sick Leave

Eligible Employees:

Beginning April 1st, regardless of date of hire, all employees are eligible for enrollment into the Emergency Paid Sick Leave plan and will receive hours based on their full-time equivalency. Full-time employees will receive 80 hours and part-time employees will receive prorated hours based on their FTE.

If an employee is unable to work (or work remotely) and meets one of reasons for leave related to COVID-19, they may use the hours from their new leave plan.

(Exception: Federal Work Study)
Emergency Paid Sick Leave

Reasons For Leave Related To COVID-19:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

*Please note, reason 1. listed above does not apply at the present time because we are currently under a “Stay At Home” order. This is not considered quarantine or isolation.
Emergency Paid Sick Leave

Documentation and Reporting:

Employees should document the leave hours on the Leave and Pay Exception Report (LAPER) using the time reporting code that applies to their employee classification:

- ELH = hourly employees (OPS)
- ELS = salaried employees

A reason for the leave usage must be documented. The department may request reasonable documentation to support the request for leave.

Departmental payroll processors and payroll authorizers will receive a detailed guide with instructions on how to report the hours in the PeopleSoft Timesheet Page.
E-FMLA

HR Benefits & Leave Administration
Emergency FMLA (E-FMLA)

Eligibility

1. Employees (with the exception of federal work study students, law enforcement officers, dispatchers, and certain health care providers) who have been employed for at least 30 calendar days may qualify for 12 weeks of E-FMLA.
Emergency FMLA (E-FMLA) Eligibility

2. Emergency FMLA can be used when work is available and employee is unable to work (or work remotely) due to caring for employee’s son or daughter, under age 18, if the son of daughter’s school or place of childcare has been closed, or the childcare provider is unavailable. This must be the result of a COVID-19 related emergency declared by Federal, State, or local authority.
Emergency FMLA (E-FMLA) Eligibility

3. First 10 days are unpaid, unless employee has another form of paid leave available and elects to use the paid leave, may use EPSL for first 10 days.

4. After first ten days, eligible employees taking E-FMLA entitled to pay at two-thirds of their regular rate of pay.
Emergency FMLA (E-FMLA) includes pay

1. Two-thirds pay capped at $200/day and $10,000 total

2. Two-thirds rate of pay may be supplemented with other paid leave
Emergency FMLA (E-FMLA) Request Form

1. Human Resources website hr.ucf.edu; A-Z index; Emergency FMLA Leave Request Form

Emergency FMLA (E-FMLA)

**LAPER**

1. Pay codes for E-FMLA are EFH or EFS; 2/3 pay is 5.5 hours
2. 2.5 hours LWO or supplement
3. Remember to add your FML row for tracking the entire 8 hours is FML and it counts toward 12 week total for Fiscal Year/FMLA Plan Year
Communication Plan

HR Administration
Communication Plan:

- Email Announcement
- Direct EPSL Notification
- Social Media
- HR Website
- Payroll Instructions
- HR Points of Contact
- HRconnection@ucf.edu
Q & A
Thank you!

Additional questions may be directed to hrconnection@ucf.edu

Information is available at https://hr.ucf.edu/families-first-coronavirus-response-act/