**Guidance on Families First Coronavirus Response Act (FFCRA)**

*For Campus, Health Sciences, Medical Center Staff Employees*

**Overview**

Effective April 1, 2020, the University provides job-protected paid leave for specified COVID-19-related reasons in accordance with the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act, which were signed into law on March 18, 2020 as part of the Families First Coronavirus Response Act (FFCRA). All entitlements must be used by December 31, 2020.

**Guidance**

**UC Leave Obligations under FFCRA**

COVID-19 Related Leave and Job Protection Guidance for Policy-Covered and Represented Staff Employees

UCI Staff Leaves Information

Department of Labor Fact Sheet

**Eligibility**

For Emergency Paid Sick Leave Requests:

- Employee is unable to work or telework for one or more of the 6 qualifying reasons as noted on pages 1 and 2 of the form. (Note: health care workers and emergency responders are not eligible to take EPSL for reasons 4 or 5.)
- Maximum pay entitlement is up to 80 hours for full-time employees or the two-week equivalent for part-time employees (e.g. prorated).
- Hours may be used intermittently as follows:
  - Non-exempt: may use on an hourly basis (1-hour blocks)
  - Exempt: may use in one-day increments (8-hour blocks)

For Expanded Family and Medical Leave Requests:

- Employee is unable to work or telework because of caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19 (same as reason #5 under EPSL).
- Employee has been on UC payroll or 30 calendar days immediately prior to leave.
- Must be taken in blocks of at minimum two weeks.
- Maximum potential entitlement is up to 12 weeks. First two weeks are unpaid unless employee elects to use other available paid leave, such as EPSL, regular sick, or vacation/PTO. Maximum EFML potential pay entitlement is up to 10 workweeks.
- Any prior use of Family & Medical Leave Act (FMLA) entitlement in 2020 reduces the employee’s entitlement under EFML.

**Process**

**Employee’s Responsibility:**

Employees must complete the University of California Request for Emergency Paid Sick Leave (EPSL) and/or Expanded Family and Medical Leave (EFML) form to request EPSL and/or EFML. Employees that have questions regarding the Families First Coronavirus Response Act (FFCRA) may contact the Employee Experience Center at (949) 824-9918 or covid19@uci.edu for assistance.
• **To request EPSL** - the employee completes **Section III. Emergency Paid Sick Leave (EPSL) Request Form** (pages 5 and 6) indicating the reason for leave. The completed form should be returned to the employee’s supervisor.

• **To request EFML** - the employee completes **Section IV. Expanded Family and Medical Leave (EFML) Request Form** (pages 7-8) indicating the selected pay option for the first two workweeks of EFML in Section A and provide information supporting the request for EFML in Section B. The completed form should be returned to the employee’s supervisor.

**Supervisor’s Responsibility:**

Supervisors receive the completed EPSL or EFML Request Form from their employee and are responsible for reviewing and acknowledging receipt (approval) within 5 days. There is no approval line on the form, just an employee certification. Supervisors shall return incomplete forms to the employee for completion.

Supervisor provides written/email response to the employee and provides information on how it will be paid/designated. The supervisor copies their HR representative (HRBP or department HR contact). The supervisor also forwards a copy of the completed form to their HR representative. Supervisors should consult their HRBP or HR Representative with questions.

A sample response from a supervisor is below:

“Thank you for submitting the completed EPSL and EFML Request Forms. I acknowledge receipt. For time reporting, please report the EPSL time as Emerg EE (self) or Emerg FM (family) and the EFML time as Exp FML on your timesheet. You will be contacted if you will be required to use different codes. If you have further questions regarding reporting of this time, please contact our department time administrator or HR representative.”

**Department Time Administrator’s/Timekeeper’s Responsibility:**

**Time Reporting System Users:** Record time for EPSL and/or EFML with the following TRS earn codes.

- Emerg EE (Emergency Paid Sick Leave)
- Emerg FM (Emergency Paid Sick Leave – Family)
- Exp FML (Expanded Family Medical Leave)

**API Users:** Record time for EPSL and/or EFML with the following API earn codes.

- ESN (Emergency Paid Sick Leave – Biweekly)
- EFN (Emergency Paid Sick leave - Family – Biweekly)
- EMN (Expanded Family Medical Leave – Biweekly)
- EPS (Emergency Paid Sick Leave – Monthly)
- ESF (Emergency Paid Sick Leave - Family – Monthly)
- EFL (Expanded Family Medical Leave – Monthly)

**UC PATH Initiator’s Responsibility:**

For Expanded Family and Medical Leaves (EFML), UCPath Transactional Users must enter the Extended Absence in UCPath with Leave type “FFCRA-COVID19” and FMLA/CFRA/PDLL Leave type “COVID19-EFML” to reduce the employee’s Family & Medical Leave Act (FMLA) entitlement in 2020.

**HR Representative’s Responsibility:**

The HR representative is to be copied on the acknowledgement email from the supervisor and provided with the completed request form. The HR representative files in the employee’s personnel file under the confidential medical file portion, where normal FMLA documents are filed.