



Families First Coronavirus Response Act (FFCRA) Provisions

The federal government, in response to the Coronavirus pandemic, enacted FFCRA requiring public employers to provide paid sick leave to employees unable to work (or unable to work remotely) for specified reasons relating to COVID-19 effective April 1, 2020 through December 31, 2020.

FFCRA BENEFITS & ELIGIBILITY		
Emergency Paid Sick Leave Act (EPSLA)	Expanded Family and Medical Leave Act (EFMLA) (eligible if on payroll for 30 calendar days)	
<ul style="list-style-type: none"> Two weeks (up to 80 hours) of FFCRA paid sick leave Unable to work (or telework) due to COVID-19 related quarantine Bona fide need to care for an individual subject to quarantine COVID-19 symptoms and seeking a medical diagnosis Bona fide need to care for a child whose school or childcare provider is closed or unavailable due to COVID-19 	<ul style="list-style-type: none"> Up to an additional twelve weeks of expanded leave Up to ten weeks of paid leave Must add a new reason to qualify for FMLA Bona fide need to care for a child whose school or childcare provider is closed or unavailable due to COVID-19 	
COVID-19 SCENARIOS AND FFCRA		
SCENARIOS	EPSLA	EFMLA
Are the EPSLA and EFMLA requirements retroactive to April 1, 2020?	No	
I am a federal work study (FWS) student assistant, am I eligible for FFCRA?	No. FWS student assistants are not technically eligible for FFCRA or CPAL. If it is determined by the appropriate administrator that the work location is closed and telecommuting is not an option, pay is continued but do not track this time under FFCRA or CPAL.	
Are exempt employees allowed to use less than a full day under FFCRA?	Yes. Similar to FMLA, under EFMLA exempt employees are able to use partial days.	
I am eligible for CPAL, does that automatically qualify me for FFCRA?	Yes, with the exception of emergency responders and health care workers.	No. An employee must be on payroll for 30 days.
May I use EPSLA and EFMLA together for any COVID-19 related reasons?	FFCRA sick hours may be used for the first ten days of unpaid EFMLA.	No. Applies only when employees are on leave to care for their child whose school or place of childcare is closed due to COVID-19.



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HOW TO APPLY

Submit a request for Emergency Paid Sick Leave/Emergency FML Expansion. Depending on the qualifying reason(s), have the following information readily available:

Name of the government entity issuing order

Name of child(ren) and age(s) under your care

Name of the advising healthcare provider

Name of closed school(s) or places(s) of care

Name of the person under quarantine being cared for

ABSENCE MANAGEMENT

ABSENCE NAME	CODE	DESCRIPTION OF COMMENT CODE
PAL/FFCRA*	SCIC	FFCRA Sick Leave
	CFML	FFCRA Family Medical Leave

*Effective April 23, PAL/FFCRA converted from Organ Donor. In either instance, enter codes in Comments section.

Tip: Manual timesheets may be required if COVID-19 leave is concurrent with other leave types. Contact Human Resources

RESOURCES

HR main telephone	(805) 437-8490
HR e-mail to send forms	christine.girardot@csuci.edu
HR e-mail to send questions	human.resources@csuci.edu
Payroll timekeeping	(805) 437-3630
Payroll e-mail	payroll.services@csuci.edu

REFERENCES

Technical Letter HR/Leaves 2020-03	Release date: April 17, 2020
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