

HR-700 Enhanced HR Policies for Employees

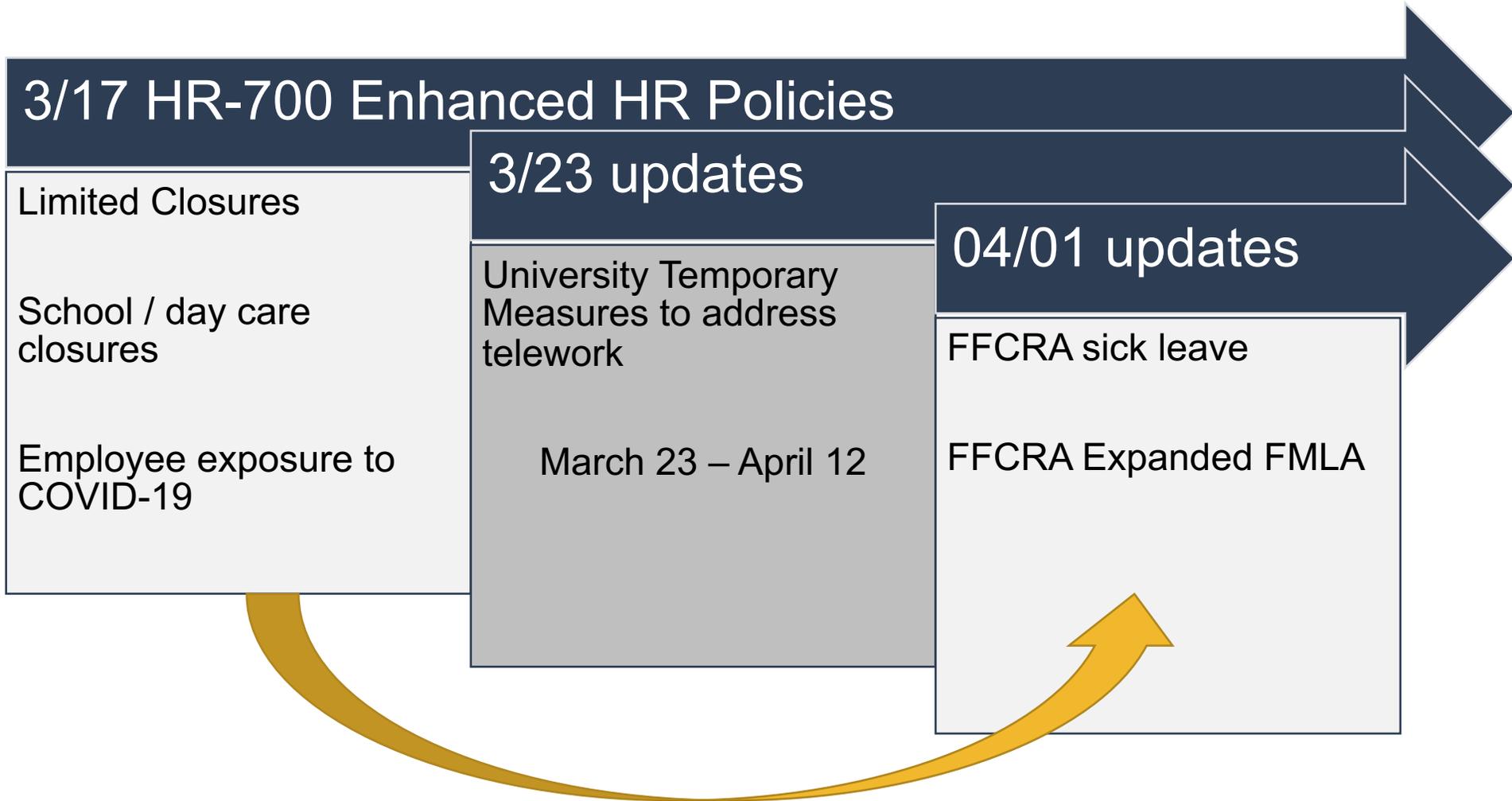
In response to COVID-19

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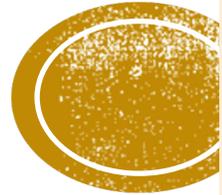


University of Missouri System
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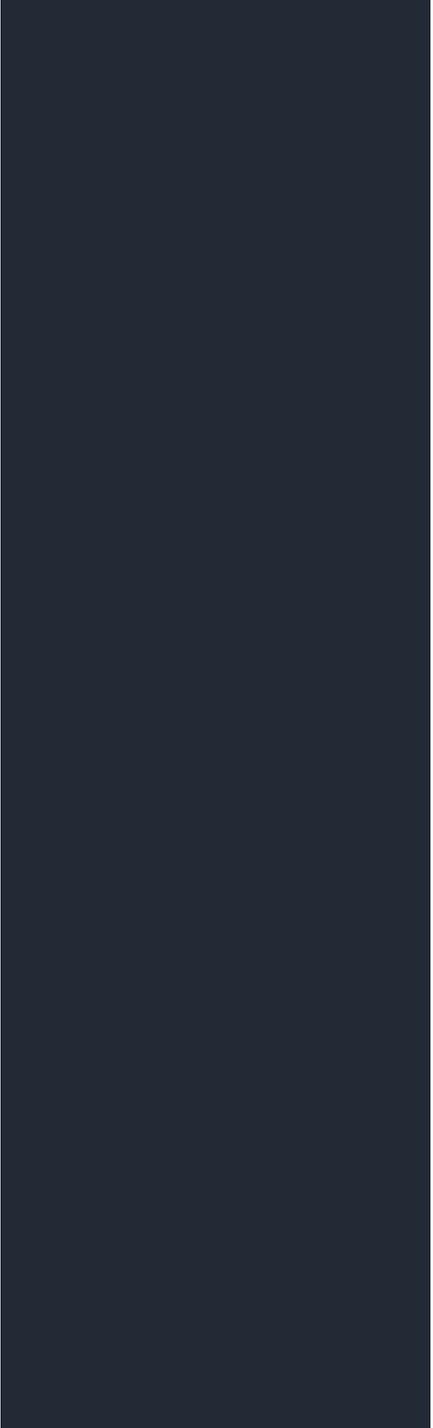
Overview



Eligible employees who are unable to work or telework



Limited Closure	School / Daycare Closures (own child)	School / Daycare Closures (immediate family)	COVID-19 Stay-At-Home orders	COVID-19 Isolation, Quarantine, Exposure	COVID-19 Symptoms, Diagnosis
30 days admin leave	30 days sick	30 days sick	FFCRA Sick	FFCRA Sick	Sick days
Vacation days	Vacation days	Vacation days		Vacation days	Vacation days
15 days deficit vac	15 days deficit vac	15 days deficit vac	Vacation days	15 days deficit	15 days deficit
	FFCRA Sick			Sick days	
	FFCRA FMLA				



Overview of the Family First Coronavirus Response Act

Family First Coronavirus Response Act, HR-700

FFCRA Paid Sick Leave



Day 1

6 Qualifying Reasons

Reg rate **or** 2/3rds

Daily cap, either \$511 or \$200

Up to 2 weeks pay

FFCRA Paid Expanded Family & Medical Leave



Day 30

1 Qualifying Reason

2/3rds based pay

Daily cap of \$200 per day

Up to 10 weeks pay

Up to 12 weeks FMLA job protected leave



FFCRA Paid Sick Leave



► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

Stay-at-home orders, etc.

- 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.

FFCRA Paid Sick Leave



May not exceed two-weeks for all FFCRA qualifying reasons combined.

Payment calculated

Reasons 1, 2, 3

100% of pay, up to \$511 per day maximum

Reasons 4, 5, 6

2/3rds of pay, up to \$200 per day maximum

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|



FFCRA Paid Sick Leave



Two –Weeks

FFCRA

Full-Time Employees

80 hours for full-time employees

Part-Time Employees

of hrs that the employee works, on avg, over a 2-week period
Avg # of hours over a six-month period
Avg # of hours over the entire term of employment

UM Calculations:

Benefit-eligible employees calculated based on FTE
Non-benefit eligible employees based on average of six-month period

May not exceed two-weeks for all FFCRA qualifying reasons combined.



Family First Coronavirus Act, HR-700

FFCRA Paid Sick Leave



Day 1



6 Qualifying Reasons



Reg rate **or** 2/3rds



Daily cap, either \$511 or \$200



Up to 2 weeks pay

FFCRA Paid Expanded Family & Medical Leave



Day 30



1 Qualifying Reason



2/3rds based pay



Daily cap of \$200 per day

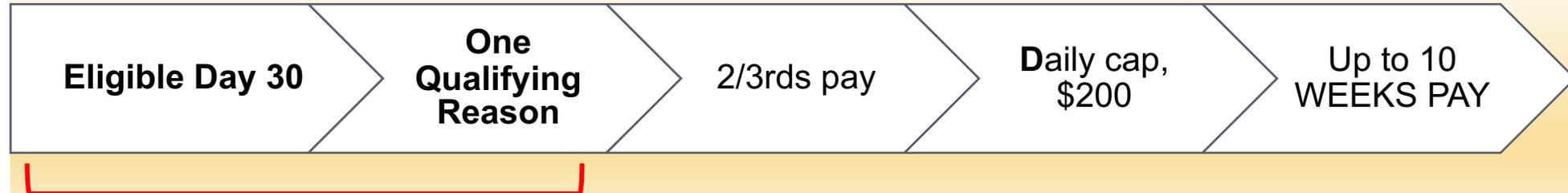


Up to 10 weeks pay

Up to 12 weeks FMLA job protected leave



FFCRA Paid FMLA



► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
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| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">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; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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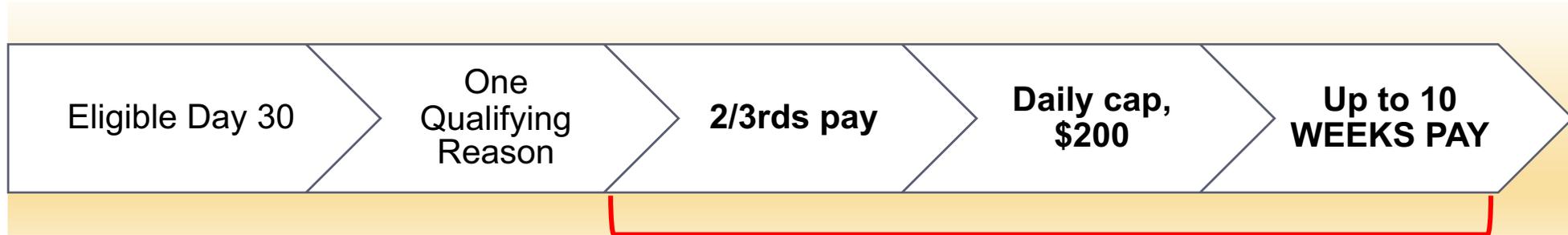
One qualifying reason:
School/day care closures

Expanded FMLA
Eligible

*Employee must meet
qualifying reason and must
have FMLA leave
entitlement balance
available

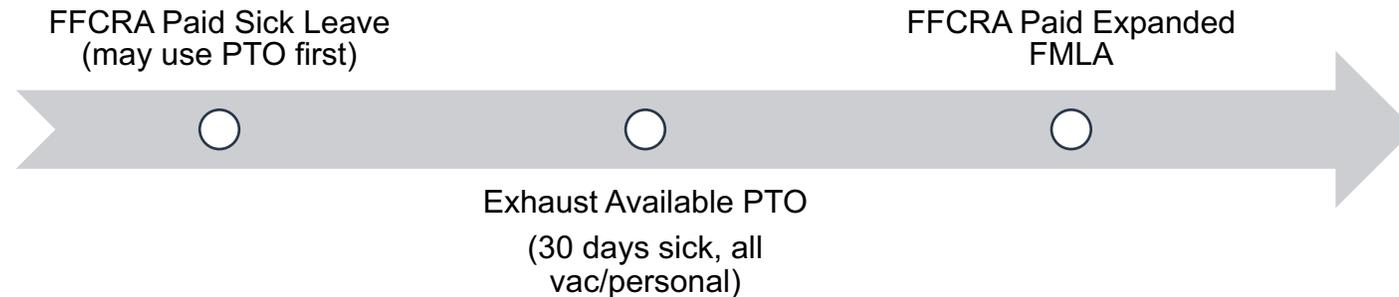


FFCRA Paid FMLA



Payment calculated

Same as FFCRA Paid Sick
2/3rds of pay, up to \$200 per day maximum



FFCRA – Key Points

- **Intermittent leave** allowed which minimizes the risk of spreading COVID-19
 - Intermittent leave is only available with supervisory approval; and
 - Telework, or
 - Employees who are caring for a child due to school / place of care / childcare provider
- **Pay**
 - Includes shift differential and other regular premiums
 - Must use FFCRA paid sick leave before FFCRA paid Expanded FMLA
 - Must use PTO before FFCRA paid Expanded FMLA
 - May not use PTO to supplement FFCRA 2/3rds pay
- **Health care providers and emergency responders** may be excluded
 - DOL allows exclusion from FFCRA leaves to support full staffing necessary to combat COVID-19 and keep others with access to essential services.
 - See policy for exclusion language.



Resources

Human Resources

The Office of Human Resources provides leadership in the planning, integration, and implementation of human resources services and programs for faculty and staff across all campuses and the health system. The office leverages resources located throughout the system, builds consistency and accountability into human resources practices, and positions the University to attract and retain a skilled and diverse workforce.

Learn more about [benefits and retirement](#), [compensation and pay delivery](#), [governance and administration](#), [service delivery](#) or [learning and organizational development](#).



University specific information

<https://www.umsystem.edu/ums/hr>

Working Through COVID-19

Please choose one of the below options to uncover additional information.

Policies in Response to COVID-19

Please review the following Enhanced HR Policies for Employees in Response to COVID-19: [CRR 20.021](#) and [HR-700](#).

Please find additional information on the following web resource: [Coronavirus \(COVID-19\) HR Q&A](#).

[Additional Guidance and FAQ's for HR-700 Enhanced Policies for Employees effective March 23](#).

FFCRA Leave Request

Telework Planning Guide for Supervisors

Telework Arrangement Form

Telework Tips for Supervisor

Telework Tips for Employees

Telework Human Resources Q&A

Thank You



FFCRA Paid Sick and Paid FMLA

	FFCRA Paid Sick	FFCRA Paid FMLA	FFCRA Paid Sick	FFCRA Paid Sick
	School / day care closings	School / day care closings	Family quarantined or isolated	EE quarantined or isolated
Pay Rate	66.67%	66.67%	66.67%	100.00%
Max per Day	\$ 200.00	\$ 200.00	\$ 200.00	\$ 511.00
Max per 2-week period	\$ 2,000.00	n/a	\$ 2,000.00	\$ 5,110.00
Max per 12-week period	\$ 12,000.00		n/a	n/a

