HR-700 Enhanced HR Policies for Employees

In response to COVID-19

Melinda Adams, MSL, SHRM-SCP
Assistant Vice-President of Human Resources
April 2020
Overview

3/17 HR-700 Enhanced HR Policies

Limited Closures
School / day care closures
Employee exposure to COVID-19

3/23 updates
University Temporary Measures to address telework
March 23 – April 12

04/01 updates
FFCRA sick leave
FFCRA Expanded FMLA
### Eligible employees who are unable to work or telework

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited Closure</td>
<td>30 days admin leave</td>
<td>30 days sick</td>
<td>30 days sick</td>
<td>FFCRA Sick</td>
<td>FFCRA Sick</td>
<td>Sick days</td>
</tr>
<tr>
<td>Vacation days</td>
<td>15 days deficit vac</td>
<td>Vacation days</td>
<td>Vacation days</td>
<td>Vacation days</td>
<td>Vacation days</td>
<td>Vacation days</td>
</tr>
<tr>
<td>15 days deficit vac</td>
<td>FFCRA Sick</td>
<td>15 days deficit vac</td>
<td>FFCRA FMLA</td>
<td>15 days deficit</td>
<td>Sick days</td>
<td>15 days deficit</td>
</tr>
</tbody>
</table>

**Exclusions:** Clinical care operations

See HR-700 for further details.
Overview of the Family First Coronavirus Response Act
Family First Coronavirus Response Act, HR-700

**FFCRA Paid Sick Leave**
- Day 1
- 6 Qualifying Reasons
- Regular 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
**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:

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 I, 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:

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

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
- Regular 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**

Eligible Day 30  ->  One Qualifying Reason  ->  2/3rds pay  ->  Daily cap, $200  ->  Up to 10 WEEKS PAY

---

**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:

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.

One qualifying reason:

*School/day care closures*

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

<table>
<thead>
<tr>
<th>Eligible Day 30</th>
<th>One Qualifying Reason</th>
<th>2/3rds pay</th>
<th>Daily cap, $200</th>
<th>Up to 10 WEEKS PAY</th>
</tr>
</thead>
</table>

**Payment calculated**

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

---

**FFCRA Paid Sick Leave**
(may use PTO first)

**Exhaust Available PTO**
(30 days sick, all vac/personal)

**FFCRA Paid Expanded FMLA**
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
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

https://www.umsystem.edu/ums/hr
Thank You
## FFCRA Paid Sick and Paid FMLA

<table>
<thead>
<tr>
<th></th>
<th>School / day care closings</th>
<th>School / day care closings</th>
<th>Family quarantined or isolated</th>
<th>EE quarantined or isolated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Rate</strong></td>
<td>66.67%</td>
<td>66.67%</td>
<td>66.67%</td>
<td>100.00%</td>
</tr>
<tr>
<td><strong>Max per Day</strong></td>
<td>$ 200.00</td>
<td>$ 200.00</td>
<td>$ 200.00</td>
<td>$ 511.00</td>
</tr>
<tr>
<td><strong>Max per 2-week period</strong></td>
<td>$ 2,000.00</td>
<td>n/a</td>
<td>$ 2,000.00</td>
<td>$ 5,110.00</td>
</tr>
<tr>
<td><strong>Max per 12-week period</strong></td>
<td>$ 12,000.00</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>