

Families First Coronavirus Response Act (FFCRA)

Resource Guide

HUMAN RESOURCES

The Families First Coronavirus Response Act (FFCRA) created two types of paid leave for employees to use for absences due to COVID-19: Emergency Paid Sick Leave (EPSL) and Emergency Public Health Leave (EPHL). Details related to both types of leave are outlined below. CSU encourages employees and supervisors to use flexible schedules to work on-site or telework and supplement with intermittent leave as needed.

FFCRA Paid Leave Qualifying Reasons

1. Quarantine or isolation order
2. Advised by a health care provider to self-quarantine
3. Experiencing COVID-19 symptoms and is seeking a medical diagnosis
4. Caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. Caring for a dependent child whose school or place of care is closed (or childcare provider is unavailable)
6. Experiencing any other substantially-similar condition specified by the US Department of Health and Human Services

Leave Type	Emergency Paid Sick Leave (EPSL)	Emergency Public Health Leave (EPHL)
What Is It	EPSL – New paid leave entitlement for reasons identified above.	Expansion of FML – new eligibility criteria and new paid leave entitlement for reason #5 above.
Employee Eligibility	Immediately upon hire; includes hourly employees.	Employed for at least 30 calendar days; includes hourly employees.
Qualifying Reasons	Reasons 1-6	Reason 5
Leave Entitlement	Up to a total of 80 hours (prorated for part-time), job protected. All 80 hours can be used for any one or for a combination of the reasons identified above.	12 weeks; first two weeks unpaid (EPSL or accrued leave can be used during the two weeks). Counts toward annual FML entitlement.
Intermittent Leave (Authorized at discretion of supervisor)	Reason 1-4 and 6: If teleworking, an employee may take intermittent leave in 2-hour increments. Otherwise, leave must be taken in full-day increments. Reason 5: If working on-site or teleworking, employee may take intermittent leave in 2-hour increments.	If working on-site or teleworking, employee may take intermittent leave in 2-hour increments.
Documentation Required (2 forms – maintain originals in dept; email copy to myhr@colostate.edu)	Reasons 1-4: <i>FFCRA Leave Request</i> form; <i>EPSL Certification</i> form Reason 5: <i>FFCRA Leave Request</i> form; <i>EPHL Certification</i> form	<i>FFCRA Leave Request</i> form; <i>EPHL Certification</i> form
TCP Leave Reporting	Record time using Job code <i>Admin Leave - Pandemic</i> and Project code <i>Emergency Paid Sick Leave</i> .	Record time using Job code <i>Admin Leave – Pandemic</i> , Project code <i>Child Care FML</i> and a separate <i>FML</i> entry.
Notice and Posting Requirements	Must notify employees about FFCRA paid leave rights by posting notice in a conspicuous place on the premises, emailing or direct mailing the notice to employees, or posting the notice on an employee information, internal or external, website.	
Use with Leave	Paid leave in addition to current leave policies; can be used before exhausting accrued leave balances, if applicable.	
Effective Date	FFCRA effective April 1, 2020. Regulation sunsets December 31, 2020	

