

## FCCRA Tips for Supervisors

The Families First Coronavirus Response Act (FFCRA) assists employees who are impacted by COVID-19 and affords employees (including temporary and student employees) two new types of leave. Both types of leave are available from April 1, 2020 to December 31, 2020.

- **Emergency Family and Medical Leave Expansion Act (EFMLA):** Expands the federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center. Must have been employed for 30 days.
  - The first 10 workdays of the 12 work weeks of leave provided under the EFMLA are unpaid. Other types of leave, including Emergency Paid Sick Leave, may be used during the first ten days of EFMLA. After the first 10 workdays, paid leave must be provided for the remaining leave taken under the EFMLA. This includes leave taken by employees who do not currently earn leave including temporary, research grant and time-limited employees.
  - Paid leave provided to eligible employees under EFMLA is calculated at two-thirds of an employee's regular rate of pay and should be based on the number of hours the employee would otherwise be normally scheduled to work.
  - Paid leave under the EFMLA is capped at \$200 per day and \$10,000 in the aggregate.
- **Emergency Paid Sick Leave Act (EPSL):** Provides up to 80 hours of paid sick leave (based on the average hours per week employee is scheduled to work, not to exceed 10 working days) for employees for six qualifying reasons related to COVID-19. Eligible from day one of employment.

**Emergency sick leave is provided if an employee is unable to work or work from home for one or more the following eligibility reasons:**

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in paragraph 1 or has been advised as described in paragraph 1.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.

Please visit the University's [FFCRA FAQ webpage](#) for more information including eligibility criteria.

## Requesting and Processing the Leave:

Leave for EFMLA and EPSL can be requested by visiting Employee Self Service (ESS) in the HR/Payroll System (<https://hcm.ps.sc.edu/>). It is recommended to use self-service for faster processing. If employees do not have access to a computer, please have them contact the USC Aiken HR Office.

For temporary employees (including students) who request EPSL leave for Eligibility Reason #1, a required Reduction Letter (attached samples in email) will need to be uploaded prior to submission of the form. This allows the approvers to know that these employees have been notified by the department and that they are eligible. **Reminder, this only applies to temporary and student employees.**

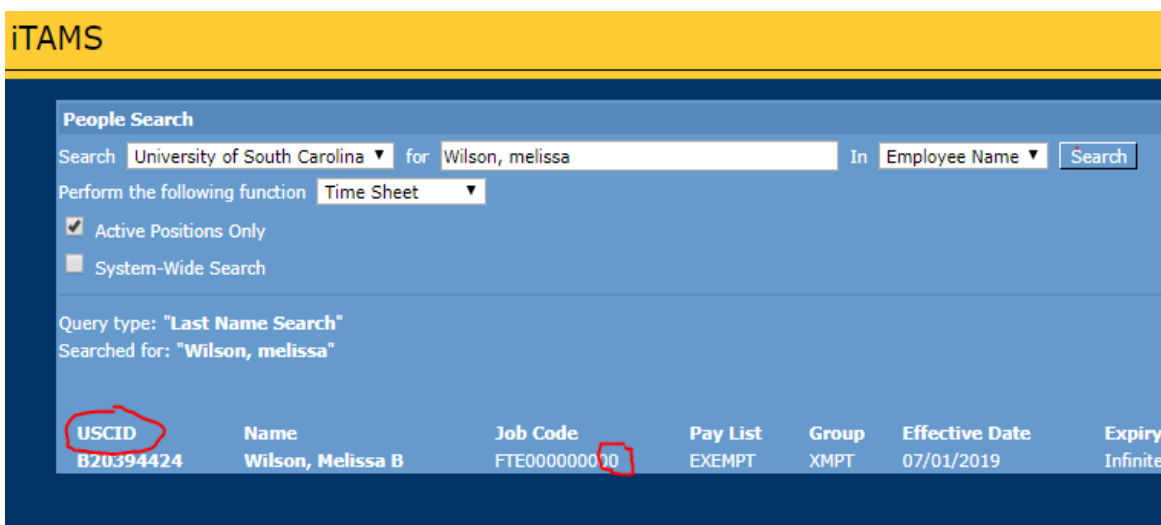
If an employee requests EPSL and/or EFMLA through Employee Self-Service, the request will route to the USC Aiken HR Office for approval. For EPSL, HR will complete a field for 'total eligible hours' which will be included in the auto-generated notifications sent to the Employee and the Supervisor.

Once approved, the employee should enter the leave by week into ITAMS and Supervisors should approve the time. Supervisors should also assist in monitoring the employee is not surpassing the amount of eligible leave used.

If the employee is in an FTE, RGP, or TL position and at some point, runs out of leave while inputting hours into ITAMS due to no remote work being available, then they must go into a Leave without Pay (LWOP) status.

Employees will need to know the following information to apply for leave:

- **Employee Record Number** (This can be found in ITAMS. It is the last number of the "Job Code" – see example in the picture below.)
- **USC ID** (This can be found in ITAMS.)
- **Department**
- **Hourly Rate** (Hiring managers should have this information.)



The screenshot shows the ITAMS People Search interface. The search criteria are set to 'University of South Carolina' for 'Wilson, melissa' in 'Employee Name'. The function is 'Time Sheet'. The search results table is as follows:

USCID	Name	Job Code	Pay List	Group	Effective Date	Expiry
B20394424	Wilson, Melissa B	FTE000000000	EXEMPT	XMPT	07/01/2019	Infinite

## Emergency Paid Sick Leave

- The supervisor and employee will receive a notification once the EPSL is approved in the HCM/Payroll System.
- The notification will include the total hours the employee is eligible for under the EPSL. **Part-time employees will have less than 80 hours of EPSL.** Full-time employees who work 37.5 or 40 hours are eligible for 80 hours of EPSL.
- Full-time employees who work a normal 37.5-40 hours per week schedule should enter their EPSL hours as they would normally enter any other leave.
  - **Example One –**  
Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.  
Salaried Employee is not able to work or telework for a full day.  
Salaried Employee should record 7.5 hours of **GOVPAYEMLEAVE** in ITAMS for that day.
  - **Example Two –**  
Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.  
Salaried Employee is able to telework for 5 hours.  
Salaried Employee should record 2.5 hours of **GOVPAYEMLEAVE** in ITAMS.  
(If hourly employee, they should enter 5 hours worked in addition to the 2.5 hours of **GOVPAYEMLEAVE**.)
- **Part-time employees should enter their time in ITAMS based on the total eligible hours included in the approval notification.**
  - **Example One –**  
Hourly Employee is eligible for 30 hours of EPSL based on their average hours worked.  
Hourly Employee averages 15 hours per week and is not working or teleworking.  
Hourly Employee should record 15 hours of **GOVPAID-EMLV** in ITAMS for two weeks.  
After the 2<sup>nd</sup> week of 15 hours of **GOVPAID-EMLV**, their leave will be exhausted.
  - **Example Two –**  
Hourly Employee is eligible for 30 hours of EPSL based on their average hours worked.  
Hourly Employee averages 15 hours per week and teleworks 5 hours.  
Hourly Employee should record 10 hours of **GOVPAID-EMLV** in ITAMS for the week and 5 hours worked. After 3 weeks of this schedule, the leave would be exhausted.
- **Supervisor will review and approve the leave in ITAMS and assist in monitoring the total EPSL hours used to ensure the employee does not surpass the total number of eligible hours included in the notification.**
- **Supervisors cannot require employees to use other leave before using EPSL leave.**
- Employees may use other leave, including sick leave, annual leave, compensatory time and holiday compensatory time, to supplement the paid leave benefit provided under this Act so that they are paid their regular salary.
  - For example: If an employee has only 5 EPSL hours remaining for the upcoming week, he could augment his hours with other available leave types.

**NOTE: If you have an employee who does not have access to a computer and needs to request leave, please have them contact HR.**

## Emergency Family Medical Leave

- The supervisor and employee will receive a notification once the EFML is approved in the HCM/Payroll system.
- The notification will include how many hours the employee may use per week if a part-time employee.
- **The first ten days of EFMLA is unpaid. However, the ESPL can be used for the first 10 days or any of their current leave if they are a leave earning employee.**
- Full-time employees who work a normal 37.5-40 hours per week schedule should enter their EFMLA as they would normally enter any other leave.
  - **Example One –**  
Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.  
Employee is not able to work or telework for a full day.  
Employee can record up to 7.5 hours per day of **EFMLA** in ITAMS.
  - **Example Two –**  
Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.  
Salaried Employee is able to telework for 5 hours.  
Salaried Employee can record up to 2.5 hours of **EFMLA** in ITAMS.  
(Hourly employees would also need to enter their 5 hours worked.)
- **Part time employees who receive notification of how many hours of EFMLA per week they are eligible for should enter their time accordingly.**
  - **Example One –**  
Hourly Employee is eligible up to 30 hours per week for EFMLA.  
Employee is not able to work or telework.  
Employee can record up to 30 hours of **EFMLA-HRLY** in ITAMS.
  - **Example Two –**  
Hourly Employee is eligible for up to 30 hours per week of EFMLA.  
Hourly Employee teleworks 5 hours.  
Hourly Employee can record up to 25 hours of **EFMLA-HRLY** in ITAMS.
- **Supervisor will need to review and approve the leave in ITAMS and assist in monitoring to ensure the amount of EFMLA hours entered weekly does not surpass the amount sent in the approval notification.**

**Note: Each eligible employee will receive a combination of EFMLA/FMLA up to 12 weeks. Married couples working for the university are entitled to receive this benefit separately if eligible.**

### *If Terminating Temporary and/or Student Employees post ESPL:*

If students or temporary employees are being terminated, **the ESPL hours must be entered prior to their termination date.** A Student Change Request paper form for students must be submitted stating the reason for separation as “Related to COVID-19.”

**Please note that temporary employees who are non-U.S. citizens with H-1B temporary worker visa status may not be furloughed or “benched” for a reduction in hours. Units should contact [OIS@sc.edu](mailto:OIS@sc.edu) for guidance on H-1B (and any other non-U.S. citizen) temporary employees.**