

## IMPORTANT INFORMATION FROM HUMAN RESOURCES

During the next couple of months, as we transfer back to a “new” normal, it is important that employees understand their options as it relates to work and/or taking leave. Some employees will not be able to return to campus immediately due to various reasons (i.e. no childcare available, being in a high-risk category, etc.). When the University reopens, working from home may not be an option for some employees due to the nature of the job, or the lack of available work. If you are unable to return to your office when you are allowed, or if there is no additional work you can do from home, there are leave options available to you.

**Leave earning employees** can take sick leave and annual leave (annual leave cannot exceed 30 days in a calendar year), and/or leave without pay (LWOP).

During this time, employees who earn leave (FTE employees) are authorized to use sick leave:

- If they are sick
- If they fall into high-risk or special populations, as defined by the CDC
- If they are otherwise affected by social distancing directives related to COVID-19.

New time codes have been added to ITAMS for COVID leave. The new codes allow faculty and staff to select a code of:

- S/L COVID – Use this code if you have to stay home because of COVID or if you are unable to work remotely
- FSL Family Sick Leave COVID – Use this code if you have to stay home because of child care or family illness due to COVID
- In addition to these new sick leave time codes, the same options are available for annual leave or for leave without pay in reference to COVID.

***Please note: The use of these codes will automatically deduct leave from your current available sick and annual leave totals.***

**All eligible employees, including those in non-FTE and non-leave accruing positions which includes active temporary and student employees** also have the option to apply for leave under the Families First Coronavirus Response Act (FFCRA).

Both types of leave below are available to eligible employees:

- **Emergency Family and Medical Leave Expansion Act (EFMLA):** The 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 child care center. Leave in this category does count against the 12 weeks allotted each year for FMLA.
- **Emergency Paid Sick Leave Act (EPSL):** The EPSL provides up to 80 hours of emergency paid sick leave for employees for six qualifying reasons related to COVID-19. This leave is independent of any accrued sick, annual, or compensatory time on record.

These emergency leave programs can be utilized from April 1, 2020 through December 31, 2020.

To assist you in applying for this leave two new tiles have been added to the Employee Self-Service page when you log into the [HR/Payroll System](#).

Instructions are provided in the following guides:

[How to Request Emergency Paid Sick Leave Under the FFCRA \[PDF\]](#)

[How to Request Emergency Family and Medical Leave Under the FFCRA \[PDF\]](#)

Once your leave request has been approved in the HR/Payroll system, **the leave hours will still need to be entered into iTAMS. Leave submitted on your timecard must be approved by your supervisor before you can be paid.**

**If you are a supervisor**, you will play a key role in ensuring your employees are paid in a timely manner. Please refer to the attached ***FFCRA Tips for Supervisors*** to assist you with this process.

Information concerning eligibility and criteria about EFMLA and EPSL has been posted on [USC's Human Resources website](#). Please contact Melissa Wilson ([melissaw@usca.edu](mailto:melissaw@usca.edu)) or Carla Hayes ([carlah@usca.edu](mailto:carlah@usca.edu)) if you have questions.

Check the university's [COVID-19](#) webpage for additional information and the latest updates.

Stay well and be safe,