

Families First Coronavirus Response Act (FFCRA)

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Families First Coronavirus Response Act

- Eligibility Dates and Deadlines
- Qualifying Reasons for Leave Related to COVID-19
- Paid Leave Entitlements and Eligible Employees
- Documentation Requirements and Form Completion

Eligibility Dates and Deadlines

Under FFCRA, employers provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

These provisions will apply from April 1, 2020 through December 31, 2020

Qualifying Reasons

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**

Qualifying Reasons (cont.)

- 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**
- 6. Is experiencing any other substantially-similar condition specified by the US Department of Health and Human Services**

Paid Leave Entitlements and Eligible Employees

Provides employees who have been employed for at least 30 days prior to request:

- **Up to two weeks (80 hours or a part-time employee's equivalent) of paid sick leave paid at:**
 - **100% for qualifying reasons #1 through #3 (up to \$511 daily/\$5,110 total)**
 - **2/3 for qualifying reasons #4 and #6 (up to \$200 daily/\$2,000 total)**
 - **Up to 12 weeks at 2/3 for qualifying reason #5 (up to \$200 daily/\$12,000 total)**

Documentation Requirements and Form Completion

- **Emergency Sick Leave**
 - **Employees must complete and submit the signed request form and maintain communication with their supervisor or HR Benefits and Retirement Specialist**
 - **Prior supervisory approval is required for all leave usage**
 - **Provide medical documentation**
- **Family Medical Leave**
 - **Employees must complete and submit the signed request form and maintain communication with their supervisor or HR Benefits and Retirement Specialist**
 - **Prior supervisor approval is required for all leave usage**
 - **Provide documentation from child care provider**

Forms and Additional Information

Located on RU Human Resources Website

- **FFCRA Emergency Sick Leave Request**
- **FFCRA Family Medical Leave Request**

Located on Department of Labor Website

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

Questions?

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Human Resources Website:

<https://www.radford.edu/content/human-resources/home.html>