



Families First Coronavirus Response Act (FFCRA)

Important Information for Cedar Crest College Faculty and Staff

The Families First Coronavirus Response Act (FFCRA or Act) was signed into law on March 16, 2020. This law requires employers like Cedar Crest to provide employees with paid sick leave and expanded family and medical leave for reasons specific to COVID-19. The information below describes the eligibility requirements for employees under the Act.

Any employee (faculty or staff) who is *unable to work (including remotely)* under the requirements of the Act should submit a FFCRA leave of absence request form to Human Resources as soon as possible. All employees who qualify under the Act will be required to enter their time into ADP using codes specific to COVID-19.

Who is covered by this Act?

All full and part time consistent faculty and staff impacted by COVID-19 in the ways described below are covered by this Act.

How much paid *sick leave* is provided by the Act?

Affected employees are eligible to receive up to 80 hours – or two weeks – of paid sick leave at the employee's normal salary, up to \$511 per day. The paid sick leave benefits are available to an employee who:

- is subject to a federal, state or local quarantine or isolation order related to COVID-19 or
- has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 or
- is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

The Act also covers two-thirds (67%) pay for two weeks of sick leave for an employee who:

- is caring for a family member who is subject to a government order to quarantine or isolate or
- is caring for a family member who has been advised by a healthcare provider to self-quarantine.

The maximum aggregate total that an employee can earn under the "Emergency Paid Sick Leave" portion of the Act is \$5,110 for absence due to self-care, and \$2,000 for absence due to care for others.

How much paid *family leave* is provided by the Act?

This part of the Act is an expansion of the Family and Medical Leave Act (FMLA). Affected employees may receive up to 12 weeks of paid family and medical leave, paid at two-thirds (67%) of the employee's normal salary, up to \$200 per day. The maximum aggregate amount of paid *family leave* is \$10,000 under this expanded FMLA.

The full 12 weeks of family leave is only available to an employee who:

- is caring for his or her child whose school or place of care is closed (or paid child care provider is unavailable) due to COVID-19 reasons

Additionally, paid family leave will not be available until an employee has already been out of work for a 10-day period. An employee can use vacation, floating holiday or personal time during this 10-day waiting period.

In addition, employees must have been employed by Cedar Crest for at least 30 days to be eligible for this portion of the Act.

What are the effective dates of the Act?

The Families First Coronavirus Response Act takes effect on April 2, 2020 and continues through December 31, 2020.

Please contact Lisa Garbacik or Heather Hartner if you have any questions. If you believe you qualify for leave under the Families First Coronavirus Response Act, please complete and submit the FFCRA Leave Request form to Human Resources. All leave under the FFCRA must be approved by Human Resources.

Any faculty or staff member who is unable to work for an FFCRA qualifying reason above, must log their time into ADP using the codes indicated:

- Quarantine because of their own exposure to or symptoms of the coronavirus (code: **COVID-19 Self**)
- Providing care to a family member quarantined due to coronavirus (code: **COVID-19 Family**)
- Providing care for child younger than 18 whose school or day care has closed in response to the coronavirus (code: **COVID-19 Child Care**)