



Rowan College of South Jersey

Administrative Procedure: 7107.1

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

The FFCRA provides paid sick leave for up to two (2) weeks and amends the existing Family and Medical Leave Act to allow employees to use family medical leave in a new way. Emergency Paid Sick Leave (“EPSL”) and the amended FMLA, entitled FMLA+, are described below.

Please Note: FFCRA does not provide benefits for those solely with underlying medical conditions or those residing with persons with underlying medical conditions where there is no present COVID-19 related illness. In those circumstances, the employee may use two weeks of accrued vacation. Thereafter, arrangements must be made for a 12-week unpaid leave of absence.

Emergency Paid Sick Leave (“EPSL”)

- All full-time and part-time employees are eligible.
- Benefits expire December 31, 2020.
- EPSL may be used for the following reasons:
 1. To comply with a federal, state, or local quarantine 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. To care for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above;
 5. To care for the employee’s dependent child, if a school or place of care is closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
 6. The employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- The maximum benefit allowed is two weeks;
- EPSL is not retroactive. Leave taken prior to April 1, 2020 is not eligible.
- EPSL may only be used intermittently for reason (5) above;
- Employees taking EPSL for reasons (1), (2), and (3) will be compensated at the same rate as ordinary sick leave, capped at \$511 per day (\$5,110 in the aggregate);

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- Employees taking leave for reasons (4), (5), or (6) will be compensated at two-thirds (2/3) of the employee’s regular rate, capped at \$200 per day (\$2,000 in the aggregate).
- The following chart summarizes the Families First Act benefits.

Qualified Reason For Leave	Qualified Leave Benefit	Maximum Payable
<p>You are subject to a quarantine or isolation order; advised by a health care provider to self-quarantine; or experiencing COVID-19 symptoms and seeking a medical diagnosis.</p>	<p><u>Paid Sick Leave:</u></p> <p>Full-time employees: up to 80 hours at full pay; or</p> <p>Part-time employees: up to the average number of hours worked over a two-week period at 100% of regular pay.</p>	<p>\$511 daily and \$5,110 total</p>
<p>You are caring for an individual with whom there is a personal relationship (<i>such as an immediate family member, roommate or similar person where there is an expectation that the employee would care for that individual</i>) if that individual is subject to a quarantine order or self-quarantined.</p>	<p><u>Paid Sick Leave:</u></p> <p>Full-time employees: up to 80 hours at 2/3 of regular pay; or</p> <p>Part-time employees: up to the average number of hours worked over a two-week period at 2/3 of regular pay.</p>	<p>\$200 daily and \$2,000 total</p>
<p>Caring for a child whose school or place of care is closed (or child care provider is unavailable) for COVID-19-related reasons (“Childcare Benefits”).</p>	<p><u>Paid Sick Leave:</u></p> <p>Full-time employees: up to 80 hours at 2/3 of regular pay; or</p> <p>Part-time employees: up to the average number of hours worked over a two-week period at 2/3 of regular pay.</p>	<p>\$200 daily and \$2,000 total</p>

Please note all unused EPSL expires on December 31, 2020. Contact HR for additional information and to obtain the appropriate forms.

Family and Medical Leave-Public Health Emergency (FMLA+)

FMLA+ allows eligible employees (employed for at least 30 consecutive calendar days prior to leave) to take family medical leave to care for the employee's dependent child, if the dependent child's school or place of childcare has been closed, or the childcare provider is unavailable.

- These reasons must be a result of a COVID-19 related emergency declared by federal, state, or local authority;
- Employees must provide a written self-certification that the school, place of care, or childcare provider in question was regularly used in order to qualify for FMLA+;
- FMLA+ is drawn from the same twelve-week allotment as ordinary family medical leave. Employees are entitled to the amount of family medical leave they have remaining at the point they request FMLA+;
- FMLA+ may be used intermittently; and
- Employees may use accrued time, including EPSL, for the first two weeks of FMLA+. Employees without accrued leave will be given unpaid FMLA+ leave for the first two weeks.

Please contact HR to discuss requests for leave or if you have any questions concerning leave policy.

Area: Human Resources

Approved: 07/14/20

President's Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7107 Leaves of Absence*

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