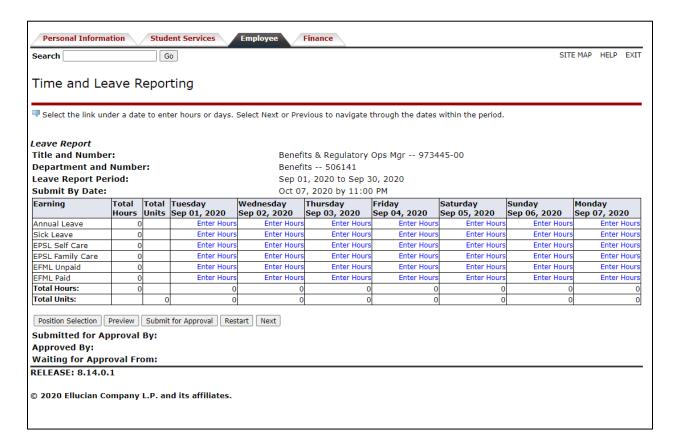
Leave Reporting Instructions for Exempt Employees: Emergency Paid Sick Leave (EPSL) Expanded Family Medical Leave (EFML)

New leave codes for <u>exempt employees</u> to report usage of EPSL and EFML are now available on the monthly leave report in Banner. New codes include:

- EPSL Self Care
- EPSL Family Care
- EFML Unpaid
- EFML Paid



Emergency Paid Sick Leave Instructions

Emergency Paid Sick Leave is only available to employees that require a leave of absence related to COVID-19 reasons. The Benefits Office has established a formal request process and more information is available on the HR website. Do not use an EPSL leave code for an employee unless you have received an EPSL approval email from Benefits.

Full-time employees are eligible for a <u>maximum of 80 hours</u> of EPSL, while part-time employees will receive the number of hours equivalent to an average two-week period (e.g., an employee that works 40 hours every two weeks will receive 40 hours of EPSL).

There are two leave codes available to report EPSL time used:

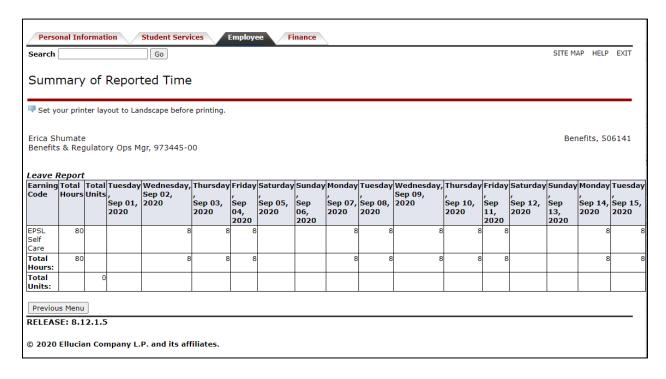
- 1. **EPSL Self Care** should be used when an employee is subject to an isolation order, advised to self-quarantine by a healthcare provider, and/or seeking a diagnosis. EPSL Self Care hours are paid at 100% of the employee's regular rate of pay multiplied by the number of hours normally scheduled to work per day. **In no event shall the paid leave exceed \$511 per day and \$5,110 in aggregate.**
- 2. EPSL Family Care may be used when 1) an employee is caring for an immediate family member subject to a quarantine or isolation order, or 2) an employee is caring for a child under the age of 18 due to a school closure or other childcare provider unavailability. EPSL Family Care hours are paid at two-thirds of the employee's regular rate of pay multiplied by the number of hours normally scheduled to work per day. In no event shall the two-thirds pay exceed \$200 per day and \$2,000 in aggregate.

<u>Supplemental Leave Option for EPSL Family Care</u>:

- On the EPSL request form for EPSL Family Care, an employee may elect to use their accrued leave time (Annual Leave or Sick Leave) to receive a supplemental one-third of their regular rate of pay.
- o If elected, an employee is <u>not required</u> to calculate the one-third supplement. The employee should only report the number of EPSL hours used per day. Payroll will handle all calculations after submission of the monthly leave report in Banner. Payroll will be responsible for any adjustments to pay and accrued leave balances.

<u>Reporting Instructions:</u> Enter the number of EPSL hours in the appropriate Earning row (*EPSL Self Care* or *EPSL Family Care*) per the approval email from Benefits. The email will indicate the reason for the EPSL (e.g. Self-Care, Family Care, Family Care-Childcare) and the number of approved hours (maximum of 80 hours).

An employee should only report **the number of EPSL hours used per day** based on the number of hours normally scheduled to work. See example below for an employee scheduled to work an 8-hour shift, 5 days per week.



Important Notes regarding EPSL Usage:

- Emergency Paid Sick Leave for Self-Care and Family Care reasons due to selfquarantine and/or isolation orders must be used in <u>full-day increments</u> and must be taken on a continuous basis.
- Emergency Paid Sick Leave for Family Care for childcare reasons only may be used on an intermittent basis but in no less than one-hour increments based on the employee's regular work schedule.
- EPSL ends with the first scheduled shift immediately following the termination of the need for leave for any of the qualifying reasons related to COVID-19. Any remaining EPSL balance may be used later if an employee experiences another qualifying reason related to COVID-19 and requests EPSL again with new supporting documentation prior to Dec. 31, 2020.

Expanded Family Medical Leave Instructions

Expanded Family Medical Leave (EFML) is available to employees that require a leave of absence related to childcare reasons only. The Benefits Office has established a formal request process and more information is available on the HR website. Do not use the EFML leave codes for an employee unless you have received an 'FMLA Final Designation' approval notice from Benefits.

Employees may request up to 12 weeks of EFML, subject to previous Family and Medical Leave usage in the last 12 months and the following payment limitations:

- The first 10 days are unpaid unless the employee chooses to use accrued leave time to cover those absences, then
- The remaining 10 weeks are paid at two-thirds of the employee's regular rate of
 pay multiplied by the number of hours normally scheduled to work per day. In no
 event shall the two-thirds pay exceed \$200 per day and \$2,000 in aggregate.

Reporting Instructions: Enter the **number of EFML hours used per day** in the appropriate Earning row (*EFML Unpaid* or *EFML Paid*) per the approval from Benefits. While EFML may be used on a Continuous or Intermittent basis, it must be used in <u>one-hour increments</u> based on the number of hours normally scheduled to work.

See example for an employee scheduled to work an 8-hour shift, 5 days per week. The first 10 workdays are *EFML Unpaid*, any remaining time is coded *EFML Paid*:

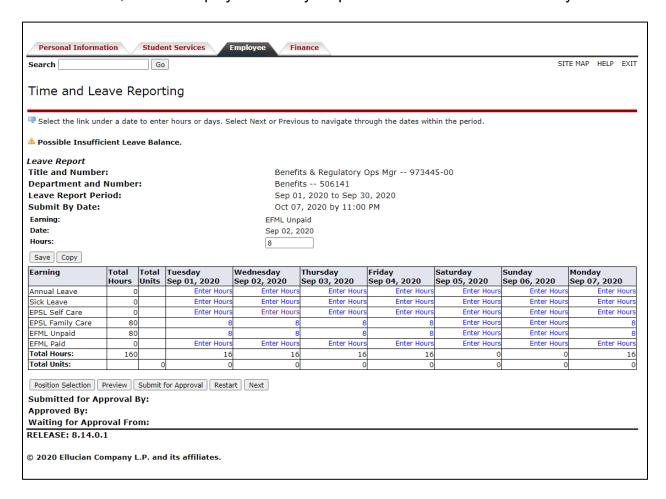
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Concurrent Usage of Continuous EPSL Family and EFML Codes

EPSL and EFML are both available for a <u>qualifying childcare need</u> when an employee is caring for a child under the age of 18 due to a school closure or other childcare provider unavailability. An employee may receive up to 14 weeks of leave to be used in one of the following scenarios:

- 2 weeks of EPSL before 12 weeks of EFML starts.
- 2 weeks of EPSL during EFML to cover 10-day unpaid period*, or
- 2 weeks of EPSL after 12 weeks of EFML ends.

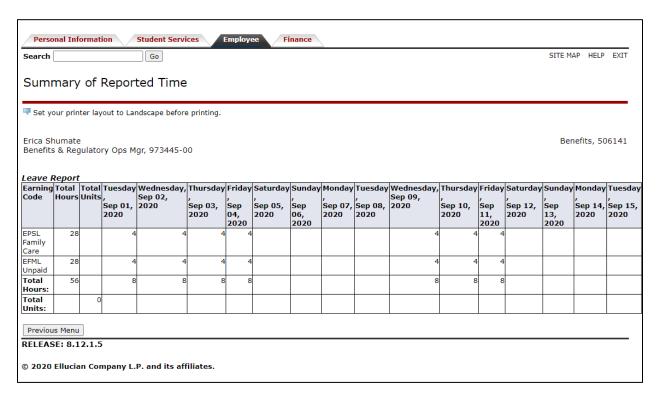
*The 80 hours (approx. 10 workdays) of EPSL Family Care for childcare may be used **concurrently** with EFML to cover the 10-day unpaid period. See example below for an employee scheduled to work an 8-hour shift, 5 days per week. The reported total hours worked is 160, but the employee will only be paid for 80 hours of EPSL Family Care.



Concurrent Usage of Intermittent EPSL Family and EFML Codes

Both EPSL and EFML for childcare may be used on an *Intermittent* basis in no less than <u>one-hour increments</u> based on the number of hours normally scheduled to work. In this scenario, the 10 workdays for EFML Unpaid should be converted into hours (e.g., 80 hours of EFML Unpaid for a full-time employee, and part-time employees will receive the number of hours equivalent to an average two-week period).

See example below for an employee who uses 4 hours of EPSL and EFML three days per week to support a child's virtual learning. After EPSL and EFML Unpaid hours are exhausted, then an employee will report EFML Paid hours beginning the next workday until the need for leave ends.



Date	Hours Used concurrently EPSL Family / EFML <u>Unpaid</u>	Hours Remaining until EPSL Family ends / EFML <i>Paid</i> starts
Tuesday, Sept. 1	4 / 4	76 / 76
Wednesday, Sept. 2	4 / 4	72 / 72
Thursday, Sept. 3	4 / 4	68 / 68
Friday, Sept. 4	4 / 4	64 / 64
Wednesday, Sept. 9	4 / 4	60 / 60
Thursday, Sept. 10	4 / 4	56 / 56
Friday, Sept. 11	4 / 4	52 / 52