

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

New leave codes for **exempt employees** 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

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Search <input type="text"/> <input type="button" value="Go"/>			SITE MAP HELP EXIT						
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<p> Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.</p>									
Leave Report		Benefits & Regulatory Ops Mgr -- 973445-00							
Title and Number:		Benefits -- 506141							
Department and Number:		Sep 01, 2020 to Sep 30, 2020							
Leave Report Period:		Oct 07, 2020 by 11:00 PM							
Submit By Date:									
Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EPSL Self Care	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EPSL Family Care	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EFML Unpaid	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EFML Paid	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0
<input type="button" value="Position Selection"/> <input type="button" value="Preview"/> <input type="button" value="Submit for Approval"/> <input type="button" value="Restart"/> <input type="button" value="Next"/>									
Submitted for Approval By:									
Approved By:									
Waiting for Approval From:									
RELEASE: 8.14.0.1									
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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 **maximum of 80 hours** 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.**

Supplemental Leave Option for EPSL Family Care:

- 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.
- **If elected, an employee is not required 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.

Reporting Instructions: 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.

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Summary of Reported Time

☒ Set your printer layout to Landscape before printing.

Erica Shumate
Benefits & Regulatory Ops Mgr, 973445-00
Benefits, 506141

Leave Report

Earning Code	Total Hours	Total Units	Tuesday, Sep 01, 2020	Wednesday, Sep 02, 2020	Thursday, Sep 03, 2020	Friday, Sep 04, 2020	Saturday, Sep 05, 2020	Sunday, Sep 06, 2020	Monday, Sep 07, 2020	Tuesday, Sep 08, 2020	Wednesday, Sep 09, 2020	Thursday, Sep 10, 2020	Friday, Sep 11, 2020	Saturday, Sep 12, 2020	Sunday, Sep 13, 2020	Monday, Sep 14, 2020	Tuesday, Sep 15, 2020
EPSL Self Care	80			8	8	8			8	8	8	8	8			8	8
Total Hours:	80			8	8	8			8	8	8	8	8			8	8
Total Units:		0															

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Important Notes regarding EPSL Usage:

- Emergency Paid Sick Leave for Self-Care and Family Care reasons due to self-quarantine and/or isolation orders must be used in full-day increments 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 one-hour increments 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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Summary of Reported Time

Set your printer layout to Landscape before printing.

Erica Shumate
Benefits & Regulatory Ops Mgr, 973445-00
Benefits, 506141

Leave Report

Earning Code	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday, Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020	Tuesday Sep 08, 2020	Wednesday, Sep 09, 2020	Thursday Sep 10, 2020	Friday Sep 11, 2020	Saturday Sep 12, 2020	Sunday Sep 13, 2020	Monday Sep 14, 2020	Tuesday Sep 15, 2020
EFML Unpaid	80		8	8	8	8			8	8	8	8	8			8	
EFML Paid	16																8
Total Hours:	96		8	8	8	8			8	8	8	8	8			8	8
Total Units:		0															

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Concurrent Usage of Continuous EPSL Family and EFML Codes

EPSL and EFML are both available for a qualifying childcare need 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.

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

⚠ Possible Insufficient Leave Balance.

Leave Report

Title and Number: Benefits & Regulatory Ops Mgr -- 973445-00

Department and Number: Benefits -- 506141

Leave Report Period: Sep 01, 2020 to Sep 30, 2020

Submit By Date: Oct 07, 2020 by 11:00 PM

Earning: EFML Unpaid

Date: Sep 02, 2020

Hours:

Earning	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EPSL Self Care	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
EPSL Family Care	80		8	8	8	8	8	Enter Hours	Enter Hours
EFML Unpaid	80		8	8	8	8	8	Enter Hours	Enter Hours
EFML Paid	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	160		16	16	16	16	0	0	16
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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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 one-hour increments 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.

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Summary of Reported Time

☐ Set your printer layout to Landscape before printing.

Erica Shumate
Benefits & Regulatory Ops Mgr, 973445-00
Benefits, 506141

Leave Report

Earning Code	Total Hours	Total Units	Tuesday Sep 01, 2020	Wednesday, Sep 02, 2020	Thursday Sep 03, 2020	Friday Sep 04, 2020	Saturday Sep 05, 2020	Sunday Sep 06, 2020	Monday Sep 07, 2020	Tuesday Sep 08, 2020	Wednesday, Sep 09, 2020	Thursday Sep 10, 2020	Friday Sep 11, 2020	Saturday Sep 12, 2020	Sunday Sep 13, 2020	Monday Sep 14, 2020	Tuesday Sep 15, 2020
EPSL Family Care	28		4	4	4	4					4	4	4				
EFML Unpaid	28		4	4	4	4					4	4	4				
Total Hours:	56		8	8	8	8					8	8	8				
Total Units:		0															

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Date	Hours Used concurrently EPSL Family / EFML <i>Unpaid</i>	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