**SUMMARY OF H.R. 6201 FAMILIES FIRST CORONAVIRUS RESPONSE ACT ("FFCRA")**

The FFCRA was signed into law on March 19, 2020 and went into effect on **April 1, 2020**. Two of its key provisions are applicable to ‘public agencies’ including governmental employers like UA.

<table>
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<tr>
<th><strong>EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (&quot;EFML&quot;)</strong></th>
<th><strong>EMERGENCY PAID SICK LEAVE ACT (&quot;EPSL&quot;)</strong></th>
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<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>Requires UA to provide employees with emergency paid sick leave if employee is unable to work or telework due to any of the following reasons:</td>
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<td>Amends FMLA by adding a 6th reason for leave ‘Qualifying childcare need related to public health emergency’ to permit employees to take up to 12 weeks of leave.</td>
<td>1) Employee is subject to Federal, State, or local quarantine or isolation order, 2) Employee has been advised by health care provider to self-quarantine, 3) Employee is experiencing COVID-19 symptoms &amp; seeking medical diagnosis, 4) Employee is caring for an individual based on reasons (1) or (2) above (e.g., quarantine or isolation), or 5) The employee is caring for a son or daughter whose school or place of care has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 related reasons.</td>
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<tr>
<td><strong>Qualifying Reasons</strong></td>
<td>Employee is unable to work or telework due to a need for leave to care for a <strong>son or daughter</strong> whose school or place of care has been closed, or the childcare provider of such son or daughter is unavailable due to COVID-19 related reasons. Employee is also eligible for EPSL.</td>
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<td><strong>Important Definition</strong></td>
<td><strong>Son or daughter</strong> is defined as biological, adopted, or foster child, stepchild, legal ward, or child of person standing in loco parentis who is either <strong>under 18 years of age</strong> or is older and &quot;incapable of self-care due to mental or physical disability.&quot;</td>
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<tr>
<td><strong>Eligible Employees</strong></td>
<td>All employees, FT and PT, exempt and non-exempt are eligible regardless of length of service at UA. <strong>Available to use immediately.</strong></td>
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<td>All employees, FT and PT, exempt and non-exempt, who have worked for UA for <strong>at least 30 calendar days</strong> on payroll.</td>
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<td><strong>Excluded Employees</strong></td>
<td>An employee who is a healthcare provider or emergency responder is exempt from these new leave laws due to staffing needs, so the employee is <strong>NOT eligible</strong> for EFML or EPSL. ALL employees in the following departments are excluded:</td>
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<td>University Medical Center</td>
<td>Speech and Hearing Center</td>
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<td>Student Health Center</td>
<td>Capstone Village Retirement</td>
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<tr>
<td>Brewer-Porch Center</td>
<td>W&amp;G Resource Center</td>
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<tr>
<td>Psychology Clinic</td>
<td>Counseling Center</td>
</tr>
<tr>
<td>RISE</td>
<td>Collegiate Recovery</td>
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<tr>
<td>UA Police Department</td>
<td>Working on Womanhood (WOW)</td>
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<td><strong>Amount of Leave</strong></td>
<td><strong>Full time employees (e.g., 40 hours per week) – 80 hours of EPSL.</strong></td>
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<td>Up to 12 work weeks in a rolling backward 12-month period; same as standard FML. Less time if employee has used a portion of their FML entitlement. If exhausted, not eligible.</td>
<td><strong>Part-time employees – EPSL equal to the average number of hours the employee works in a two-week period</strong></td>
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<td>NOTE: Based upon reason (5) above for EPSL, certain employees may receive <strong>up to 14 weeks of leave</strong> (12 weeks for EFML + 2 weeks for EPSL) to care for a son or daughter while school or place of care is closed. This assumes the employee is full-time and has the entire 12 work week FML entitlement remaining.</td>
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<td>Example: Employee may elect to use 2 weeks (80 hours) of EPSL <strong>before</strong> 12 weeks of EFML starts, <strong>during</strong> EFML to cover the 10-day unpaid period, or <strong>after</strong> 12 weeks of EFML ends.</td>
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<td>Continuous or Intermittent Leave</td>
<td>EFML may be taken on a Continuous or Intermittent basis. Employees will be required to submit Intermittent Leave Records to the Benefits Office per pay period.</td>
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<td>Payment for Leave</td>
<td>First 10 days unpaid, but employee may substitute accrued annual, sick, or comp time. May also choose to use EPSL hours here. Remaining leave (up to 10 weeks) is paid: • Two-thirds employee’s regular rate of pay multiplied by the number of hours employee is normally scheduled to work up to the specified limits below. • For variable schedules, UA will average number of hours per day employee was scheduled to work during the six-months preceding first day of EFML. <strong>PAY SUPPLEMENT:</strong> Employees can use accrued leave time during 10-day unpaid period, and may supplement an additional one-third of their regular rate of pay (e.g., $200 + 1/3 pay) during remaining 10 weeks.</td>
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<td>Daily Limit and Aggregate</td>
<td>$200 per day; $10,000 aggregate</td>
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<td>How to Request</td>
<td>Employee should complete <a href="#">electronic Family and Medical Leave Request form</a> and select the reason ‘Qualifying Childcare Need related to a Public Health Emergency’.</td>
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<td>Processing Timeline</td>
<td>Standard FML processing timeline applies to both request types (e.g., 5 days for employer to notify employee of eligibility, 15 days for employee to supply required documentation, 5 days for employer to approve/deny leave request)</td>
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<td>Required Documentation</td>
<td>1) <a href="#">DocuSign Employee Statement for Qualifying Childcare Need</a> certifying names, ages, and school or place of care for each child, AND 2) Proof of school closure or unavailability of childcare provider (e.g., notice of closure posted on a government, school, or place of care website, newspaper article with announcement of closure, or email from school official documenting closure)</td>
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<tr>
<td>Expiration</td>
<td>December 31, 2020</td>
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EPSL ends with the first scheduled shift immediately following the termination of the need for leave for any of the reasons above. Unused EPSL does not carry over.