

# Families First Coronavirus Response Act



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UNIVERSITY

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**COVID-19 Essential Employees Required to Report to Work.** Any employee who has been reporting to work to provide the primary mission-essential functions will continue to be required to work. Employees in this category should continue to record their time as they regularly would.

- **Leave for Essential Employees Required to Report to Work.** If an employee or employee's household member is sick with anything other than COVID-19, the university's regular sick leave policies remain in effect and the employee will report their time away from work due to the illness according to existing policies within existing accrual balances.

If an employee or household member shows signs of the COVID-19 virus, time will be recorded as [COVID-19 Employee Quarantine or Self-Isolation](#) or [COVID-19 Family or Household Member](#).

**Employees Teleworking (Working Remotely).** Any employee who is teleworking should record their time as they regularly would.

- **Leave for Teleworking Employees.** If an employee or employee's household member is sick with anything other than COVID-19, the university's regular sick leave policies remain in effect and the employee will report their time away from work due to the illness according to existing leave policies within existing accrual balances.

If an employee or household member shows signs of the COVID-19 virus, time will be recorded as [COVID-19 Employee Quarantine or Self-Isolation](#) or [COVID-19 Family or Household Member](#).

**Employees Unable to Report to Work or Telework Due to Childcare.** In accordance with the Families First Coronavirus Response Act (FFCRA), an [COVID-19 Essential](#) employee who is unable to report to work or a [Telework](#) employee who is unable to work remotely because A) of the need to care for their child under the age of 18 whose school or place of care is closed or B) whose child care provider is unavailable for reasons related to COVID-19 should record leave time using [COVID-19 Childcare or School Facility Closure](#).

It is important to note that an employee may use the expanded Family and Medical Leave only for those hours when they are actually caring for the child. Generally, an employee does not need to take such leave if a co-parent, co-guardian, or usual childcare provider is available to provide the childcare.

If an employee or household member shows signs of the COVID-19 virus, time will be recorded as [COVID-19 Employee Quarantine or Self-Isolation](#) or [COVID-19 Family or Household Member](#).

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**Leave for employees not directed to report to work (Non-COVID-19 Essential), unable to Telework or not eligible for the expanded Family and Medical Leave for Childcare.**

- Employees who are not identified as COVID-19 Essential, not able to Telework (Work Remotely) and are not eligible for expanded Family and Medical Leave for Childcare will record their time as Administrative Leave = Paid.

| Workday COVID-19 Leave Codes  |  |
|---|--|
| <u><a href="#">COVID-19 Employee Quarantine or Self-Isolation</a></u> | Advised by a health care provider to self-quarantine or isolate due to concerns related to COVID-19.<br><br>Experiencing symptoms of COVID-19 and seeking a medical diagnosis.                                   |
| <u><a href="#">COVID-19 Family or Household Member</a></u>            | Caring for a family or household member who is subject to self-quarantine or isolation.<br><br>Caring for a family or household member who is experiencing symptoms of COVID-19 and seeking a medical diagnosis. |
| <u><a href="#">COVID-19 Childcare or School Facility Closure</a></u>  | Caring for my child whose school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions   |
| <u><a href="#">Administrative Leave - Paid</a></u>                    | Employees who are not identified as <u>COVID-19 Essential</u> , not able to <u>Telework (Work Remotely)</u> and are not eligible for <u>expanded Family and Medical Leave for Childcare</u> .                    |

Continue to report your time in Workday. If you select one of the FCCRA leave types in Workday, your Human Resource Specialist will be emailing you additional FCCRA information.

Thank you for your assistance in applying the new COVID-19 leave codes beginning with the 04/19/2020 pay period.

**Reminder:** If an employee or employee’s household member is sick with anything other than COVID-19, the university’s regular sick leave policies remain in effect and the employee will report their time away from work due to the illness according to existing leave policies within existing accrual balances. Likewise, if an employee has a planned vacation, the university’s regular vacation leave policies remain in effect and the employee will report their time away from work according to existing vacation leave policies.

Please direct questions to your Human Resource Specialist.