



FFCRA TIP SHEET FOR SUPERVISORS

The Families First Coronavirus Response Act (FFCRA) assists employees who are impacted by COVID-19 and affords employees (including temporary and student employees) two new types of leave. Both types of leave are available from April 1, 2020 to December 31, 2020.

- **Emergency Family and Medical Leave Expansion Act (EFMLA):** Expands the federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center.
- **Emergency Paid Sick Leave Act (EPSL):** Provides up to 80 hours of paid sick leave for employees for six qualifying reasons related to COVID-19.

Emergency Paid Sick Leave

- The supervisor and employee will receive a notification once the EPSL is approved by the Campus Leave Administrator.
- The notification will include the total hours the employee is eligible for under the EPSL. Part-time employees will have less than 80 hours of EPSL. Full-time employees who work 37.5 or 40 hours are eligible for 80 hours of EPSL.
- Full-time employees who work a normal 37.5-40 hours per week schedule should enter their EPSL hours as they would normally enter any other leave.

- Example One:

Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.
Salaried Employee is not able to work or telework for a full day.
Salaried Employee should record 7.5 hours of **GOVPAYEMLEAVE** in ITAMS.

- Example Two:

Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.
Salaried Employee is able to telework for 5 hours.
Salaried Employee should record 2.5 hours of **GOVPAYEMLEAVE** in ITAMS.

- Part-time employees should enter their time in ITAMS based on the total eligible hours included in the approval notification.

- Example One:

Hourly Employee is eligible for 30 hours of EPSL based on their average hours worked.

Hourly Employee averages 15 hours per week and is not working or teleworking. Hourly Employee should record 15 hours of **GOVPAID-EMLV** in ITAMS for the week.

- Example Two:

Hourly Employee is eligible for 30 hours of EPSL based on their average hours worked.

Hourly Employee averages 15 hours per week and teleworks 5 hours.

Hourly Employee should record 10 hours of **GOVPAID-EMLV** in ITAMS for the week.

- Supervisor will review and approve the leave in ITAMS and assist in monitoring the total EPSL hours used to ensure the employee does not surpass the total number of eligible hours included in the notification.
- Supervisors cannot require employees to use other leave before using EPSL leave.
- Employees may use other leave, including sick leave, annual leave, compensatory time and holiday compensatory time, to supplement the paid leave benefit provided under this Act so that they are paid their regular salary.
 - For example: If an employee has only 5 EPSL hours remaining for the upcoming week, they could augment their EPSL hours with other available leave types.

NOTE: Some departments may have opted to deploy a different process from above due to concerns that employees may not have had access to computers. If so, your role may be affected. Please reach out to your College/Division HR Contact with questions.

Emergency Family Medical Leave

- The supervisor and employee will receive a notification once the EFML is approved by the Campus Leave Administrator.
- The notification will include how many hours the employee may use per week if a part-time employee.
- The first ten days of EFMLA is unpaid. However, the EPSL can be used for the first 10 days or any of their current leave if a leave earning employee.
- Full-time employees who work a normal 37.5-40 hours per week schedule should enter their EFMLA as would normally enter any other leave.

- Example One:
Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.
Employee is not able to work or telework for a full day.
Employee can record up to 7.5 hours of **EFMLA** in ITAMS.
- Example Two:

Salaried Employee works a normal 37.5 hours per week/7.5 hours per day.
Salaried Employee is able to telework for 5 hours.
Salaried Employee can record up to 2.5 hours of **EFMLA** in ITAMS.
- Part time employees who receive notification of how many hours of EFMLA per week they are eligible for should enter their time accordingly.
 - Example One:

Hourly Employee is eligible up to 30 hours per week for EFMLA.
Employee is not able to work or telework.
Employee can record up to 30 hours of **EFMLA-HRLY** in ITAMS.
 - Example Two:

Hourly Employee is eligible for up to 30 hours per week of EFMLA.
Hourly Employee teleworks 5 hours.
Hourly Employee can record up to 25 hours of **EFMLA-HRLY** in ITAMS.
- Supervisor will need to review and approve the leave in ITAMS and assist in monitoring to ensure the amount of EFMLA hours entered weekly does not surpass the amount sent in the approval notification.

Note: Each eligible employee will receive a combination of EFMLA and FMLA up to 12 weeks. Married couples working for the university are entitled to receive this benefit separately if eligible.

For More Information

Benefits Questions for Columbia Campus: Contact the Benefits Office at Benefits@mailbox.sc.edu.

For other campuses, contact the [Campus Benefits Administrator](#)

ITAMS Questions: Contact Judy Timmons at TIMMONS5@mailbox.sc.edu

EFMLA/EPSTL FAQs: Visit the University's [FFCRA webpage](#)

Payroll Questions: Contact the Payroll Office at PAYROLL@mailbox.sc.edu