From: KORINEK Kaci A * OED
To: KORINEK Kaci A * OED
Subject: COVID-19 Update: Families First Coronavirus Response Act
Date: Wednesday, April 8, 2020 12:38:07 PM
Attachments: Guide for Leave-Related Absences due to COVID-19_4-01-2020.pdf

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Dear Employment Department Colleagues,

The federal Families First Coronavirus Response Act (FFCRA) went into effect on April 1, 2020, which provides leave for employees for certain COVID-19 related absences. We would like to provide updated guidance to you on the different leave options available under the FFCRA and Letter of Agreement. The attached Guide for Leave-Related Absences due to COVID-19 will provide an outline of the options available for each scenario.

In summary, as of April 1, 2020 you may be eligible for 80 hours of Federal Emergency Paid Sick Leave (or a part-time employee's two-week equivalent) or up to 400 hours of paid Expanded Family and Medical Leave (or a part-time employee's 10-week equivalent).

FEDERAL EMERGENCY PAID SICK LEAVE (CV)

You are eligible for up to 80 hours of Federal Emergency Paid Sick Leave if you experience the following situations between April 1, 2020 and December 31, 2020:

- If employee is subject to federal, state, or local quarantine or isolation order.
- If employee has been advised by a health care provider to self-quarantine.
- If employee is experiencing symptoms and seeking diagnosis for symptoms of COVID-19.
- If employee is caring for an individual who is:
  - Subject to federal, state, or local quarantine or isolation order; or
  - Advised by a health care provider to self-quarantine.
  - (The individual does not need to be a family member.)
- If employee is caring for their child whose school is closed, place of care is closed, or child care is unavailable due to COVID-19 precautions.
- If employee is experiencing substantially similar health symptoms of COVID-19 specified by the Department of Health and Human Services in consultation with the Secretary of Treasury and the Secretary of Labor.

Employees are eligible for a one-time bank of 80 hours of Federal Emergency Paid Sick Leave. This leave is used prior to using your own leave accruals, requesting donated leave, or borrowing leave per the agreement with SEIU and AFSCME and DAS policy addendums (see the toolkits for the Temporary Interruption of Employment, Sick Leave With Pay, and Family and Medical Leave policies). Employees who are medically mandated to self-quarantine and unable to telework use the 80 hours of Federal Emergency Paid Sick Leave prior to continuing the use of Miscellaneous Paid Leave (MPL).

Please be aware that documentation may be requested to support the reason for your leave.

EXPANDED FAMILY AND MEDICAL LEAVE (CVT)

You may be eligible for up to 480 hours of Expanded Family and Medical Leave (EFMLA) if you need to be at home to care for your child because of a school, preschool, or daycare closure.

Employees must be employed for at least 30 days to receive 12 weeks of protected EFMLA. Federal Emergency Paid Sick Leave, other paid leave types, or LWOP may be used for the first 10 days of the leave. Up to 400 hours of paid EFMLA may be available after the initial 10 days of leave, to the extent FMLA hours are available in the employee's FMLA balance.

REQUESTING FEDERAL EMERGENCY PAID SICK LEAVE AND PAID EFMLA IN WORKDAY AND THE TIME SYSTEM

You will be able to submit a request for Federal Emergency Paid Sick Leave and paid EFMLA in the same way that you submit other types of paid and unpaid leave requests.

In Workday:

- Federal Emergency Paid Sick Leave is called "Emergency Paid Sick Leave (CV)"
- Unpaid and paid EFMLA is called "Family & Medical Leave / Family Member – Child Care"

In the Time System:

- Federal Emergency Paid Sick Leave is called "Fed Employee Paid Sick Leave"
- Paid EFMLA is called "Expanded Fed and Medical Leave"

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We thank you for your understanding of the advancing information as the laws and policies surrounding the COVID-19 pandemic continue to evolve. Please contact Human Resources at OED_INFO_OEDHR@oregon.gov with questions regarding this information. Please contact PAYROLL.OED_PAYROLL@oregon.gov with questions related to entering leave into the EDweb Time System.

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Kaci Korinek | HR Deputy Director | Oregon Employment Department
503-947-1297 | kaci.a.korinek@oregon.gov
Pronouns: she, her