

Families First Coronavirus Response Act (FFCRA) FAQ

March 27, 2020

Reporting your Hours

How do I retroactively track my Emergency Paid Sick Leave (EPSLA hours) in Executime?

For the first payroll that you are using these hours, email Kristen your total EPSLA hours and HR/Payroll will coordinate this in Executime. During the next payroll cycle, the remaining EPSLA balance will be credited to your Executime account and available for use. Use the Code 3400 on your timesheets until the hours are exhausted. REMINDER: DO NOT USE SICK CODE 3310.

How do I track my FMLA Expansion in Executime?

For the first payroll that you are using these hours, email Kristen your regular worked hours, FMLA Expansion hours, and any accrual time you'd like to utilize (if applicable.) Moving forward, once the FMLA LWP option is available in your Executime account, you can use the Code 3402 on your timesheets. Please see the chart on the FFCRA Request form and enter your hours accordingly. HR/Payroll will round up to the nearest quarter hour after the 2/3 has been calculated from the total reported, as the chart indicates.

As this has been declared a national emergency, please use work order COVID-19 to track all time, both time off AND worked time, which relates to the Coronavirus. In the event that funding may become available in the future, we will want to make sure we have tracked all time that relates.

Leave Information

Do I need to use my Emergency Paid Sick Leave (EPSLA) prior to using the FMLA Expansion for child care?

No! However, the first 10 days of the FMLA Expansion for child care are unpaid. You will need to use vacation, floating holiday, etc. (not sick hours) to make up this difference unless you are taking a no pay leave.

If I use the EPSLA for child care and not for sick, symptomatic, or quarantine purposes, do I still get full pay?

Yes! The City has decided that the two weeks of EPSLA will be paid at full pay as long as you have a qualifying leave. These are listed on the COVID-19 Emergency Leave Policy.

Can I use my sick hours (not EPSLA) to supplement my 2/3 FMLA Expansion for child care hours?

No! Employees who want to supplement the other 1/3 of their compensation would need to use qualifying benefits (i.e. vacation, floating holiday, comp. time, etc.) The City is following the same policy for sick leave usage. Per the City Handbook: "Sick leave is provided for employees to address their own personal health care needs or the health care needs of an immediate family member."

Can I take my FMLA Expansion for child care leave intermittently/trade off with my spouse, etc.?

Yes! For the days you are taking the leave, you will be compensated following the Federal regulations (2/3 compensation with maximums applied) and can supplement the other 1/3 with qualifying benefit hours if you choose to do so.

Do my FMLA Expansion hours go towards WRS?

Yes! However, if the compensation paid to the employee during the leave is less than the earnings paid in the immediately preceding period of the same length as the leave, hours credited are to be prorated based on the ratio of pay during the leave to the earnings that were received in the preceding period.

Please reach out to Kristen if there are any questions. The HR Department appreciates your patience as we work through these changes.