1. **Does any of this apply to OPS employees?**
Yes, both Emergency Paid Sick Leave and Emergency Family and Medical Leave options apply to OPS employees. Emergency Family and Medical Leave does require that employees have 30 days of service with the University.

2. **Do employees have to use their current leave to access the 80 hours?**
No, this is above and beyond your accrued leave balance and can be utilized before your leave balance is depleted.

3. **If someone is unable to work 100% remotely, how does this impact their eligibility for the emergency sick leave?**
We would need to review the duties of the position, including whether or not the person is designated as on-campus essential. Any duties that can be performed remotely should be performed remotely. You can also see if there are any alternative tasks that can be performed remotely, but if there are on-campus activities that just cannot be performed remotely, we will be looking at intermittent leave options for those individuals.

4. **If employees have children to care for, but are able to meet the work requirements remotely, do they need to complete the FML paperwork?**
No, you do not need to complete the paperwork if you are able to work remotely and still care for your children.

5. **Does a list of essential employees who will or may be on campus during this time need to be sent to someone?**
No. At this point, we are not centrally monitoring a list. However, employees who are essential should have already been notified of their essential status and are reminded to have their FSU ID to maintain building access.

6. **We have employees who can work part-time from home but not full-time—can they work partially?**
If only 50% of the duties can be performed at home then yes, they can work 20 hours and use the leave for the other 20 hours.

7. **Can an OPS worker who cannot work remotely still be paid as if they are working, similar to how the Federal Work Study Program is treating students with hardship?**
No, employees should be submitting accurate time and leave information. However, if they are not able to report remotely, the FFCRA leave may be an option that can be explored. Absent that, we should not report hours worked for OPS if they are not actually, legitimately worked.

8. **What if an employee is unable to work remotely (either they don’t have the equipment, or the work is not available to them and they do not have any remaining leave)?**
Call HR directly for guidance.
9. If I have to care for my grandchild because my adult child is an essential employee, can I use the FMLA emergency option? How does this apply to essential and non-essential staff that cannot work remotely?
It can apply if you are taking care of a grandchild, but you need to go through the process of applying for it, which means submitting documentation that the childcare provider is not available. Both essential and non-essential staff can apply for both Emergency Paid Sick Leave and Emergency FML for childcare reasons.

10. Can the Emergency Paid Sick Leave be used in the first two weeks of the FML qualifications?
Yes, it can.

11. Will buildings be locked?
If you have normal access to a certain building, that access will remain. However, we want to be in compliance with the governor’s executive order, which directs everyone to stay at home except those performing essential functions that are required to be performed on campus. As a result, a very limited group of people should be on campus. If anything regarding building access changes, we will notify you.

12. We have full and part-time OPS employees who are international and have been working. They cannot remote work, can they qualify for this?
Yes, they can. Citizenship status does not disqualify them from paid leave options. The Office of Global Engagement has indicated they may also have some options for international employees. Please contact them for further details.

13. We have a question about the communication that went out Wednesday night that said once the 80 hours of FFCRA leave is exhausted, paid administrative leave would be offered until the end of April for employees who are not essential and cannot work remotely. How will that work?
When we’re talking about administrative leave, that is for salaried faculty and staff (A&P, USPS, Faculty). Administrative leave is not available to OPS employees. When we have a subset of employees that are unable to work remotely due to their actual duties, (such as custodians and groundskeepers) they will be on FFCRA leave if they are not essential. Many of them will not report to campus or they are going to be on reduced schedules. In that case, they will be on FFCRA leave until that 80 hours is exhausted. After that, those employees will go to administrative leave through the end of April. At the end of April, the University will reevaluate what the next steps will be and whether we will continue remote work or return to campus. Human resources will then reevaluate the leave status of this subset of employees.

14. Has there been any formal guidance regarding 9-month faculty and temporary remote work? Many have contacted me about filling out the acknowledgement form even though 9-month is not an option on the form.
Most 9-month faculty do not typically have an 8 a.m. – 5 p.m. report to campus schedule. In an effort to relieve as much paperwork as possible in this emergency situation, we did not include 9-month faculty. However, if a faculty member has an expectation from their chair that they are working on campus, they would still make those arrangements at their department level, but we are not requiring it at our level.

15. Is 2/3 pay based on hourly work or duties?
For the leave, the 2/3 pay is calculated on your normal hourly compensation rate.
16. Can an employee supplement annual or sick leave to offset the 2/3 pay?
Yes, nonexempt full-time employees can supplement 2.75 hours per day and exempt employees can supplement 2.67 hours per day. Employees making over $52,200 will be provided specific instructions at the time of approval on the amount of leave they can supplement.

17. Is there a reduced-work schedule provision available for employees under the Emergency Paid Sick Leave option?
If 100% of the duties can be performed remotely, no, the reduced-work schedule would not be applicable. If some of the duties are on-campus, then the remote duties can be performed remotely and they can use Emergency Paid Sick Leave for the portion of duties performed on campus.

18. We have an employee that can work from home, but not the full 40 hours due to the care of school-age children. Can they still work 20 hours from home and supplement the other 20 hours with the FMLA expansion leave?
That is a possibility, but it is not the optimal arrangement. We recommend you try to determine what kind of flexibility you can have with scheduling your work during a 24-hour period. If you can work with your supervisor and do work outside of the 8 a.m. – 5 p.m. period, we want that flexibility to be reviewed.

19. Is professional development or training considered essential duties?
No. Professional development is considered time-worked but it is not an on-campus essential duty.

20. How is the average for part-time employees calculated? Does HR do this or the department?
For OPS non-exempt, HR is going to look at the average bi-weekly hours over the course of the semester, January 6 – March 13. If it’s a part-time salaried position, HR is going to look at the FTE. HR will make the calculation after reviewing the form we received to determine the number of hours the employee will be allocated.

21. How are the OPS part-time hours calculated?
That will be calculated by Attendance & Leave. Once they receive the form from the employee requesting a determination of leave eligibility, Attendance & Leave will calculate whatever that schedule looks like and award the hours prorated based on that.

22. How will we fill out the timecard for intermittent leave? My employee is essential and cannot perform duties from home.
Both of these leave options have leave plans that will show up on your timesheet. One will be called Emergency Paid Sick Leave and the other is Emergency FMLA. Report the leave as you would normally record sick or vacation leave, as well as any hours worked on your timesheet. Please also refer to the Emergency Paid Sick Leave job aids for 2/3 payment and full payment. For intricacies such as working part-time, we will provide additional guidance in our approval email with how to report the time.

23. How do we report the emergency leave and/or FML on the timesheet?
HR will systematically accrue the hours and there will be a time reporting code in the dropdown menu for employees to report those hours. The time reporting codes are listed below:
• Paid Emergency Sick Leave 2/3 – PSK23
• Paid Emergency Sick Leave Full – PSKFL
• Paid Family Medical Leave - PDFML

24. If an employee is on Emergency Sick Leave and is part of an auxiliary, is their pay still taken from the auxiliary’s operating budget? 
Yes, there is no central funding source for non-E&G accounts.

25. Are C&G employees covered under the program and if so, where does the money come from? 
All employees are eligible regardless of funding source and funding comes from the department’s operating budget.

26. Are any employees excluded from this type of leave based on employee type or funding type? 
No employees are excluded based on employee type or funding type.

27. How will the extra leave affect our budgets? 
The leave will be funded from the departmental budgets.

28. How does this affect graduate students who cannot work remotely; are they eligible since they do not get sick or annual leave and if not, should they file for unemployment? 
Because Graduate Assistants are OPS, yes, they may be eligible.

29. Can OPS workers apply for unemployment? 
Yes, OPS workers can apply, however, the University does not make any determination regarding unemployment—that is decided by the Department of Economic Opportunity.

30. Is Florida Governor Ron DeSantis’ Stay-at-Home Order considered the qualifying governmental quarantine or isolation order for the emergency paid sick leave act? 
Yes, but only for non-essential employees and employees who cannot remote work.

31. Does this apply for work missed because of COVID-19 quarantine prior to April 1? 
No, this is only applicable to leave used beginning April 1 until December 31, 2020.

32. If an employee can perform 100% of their job duties remotely, but is unable to work a full 8 hours daily, are they eligible for sick leave? 
Supervisors are encouraged to be flexible and employees are encouraged to fulfill their 40 hours worked by working outside of the standard 8 a.m. – 5 p.m. during the Friday – Thursday workweek. In situations where this cannot be accomplished, we will evaluate that.

33. I am working from home and have been reporting my remote time. Some hours are reported as regular and in other hours there is nothing available to do. Would this be vacation time? 
Any hours that you work under 40 need to be supplemented with leave time, whether it is personal leave or a qualifying leave event. However, if you are reporting leave time because there is not enough to do, there is training and/or special projects available to fill that time if you do not want to use leave.
34. Are there specific ways of handling student workers (Graduate Assistants, Interns, Federal Work Study), who cannot work remotely?
Student employees are OPS, so if they are unable to perform duties remotely and they are not essential, you can look at applying for the Emergency Paid Sick Leave for those individuals.

35. Will the use of this leave impact potential layoffs or furloughs that are being discussed?
At this point, there has been no decision to furlough or layoff any employees. This leave would not be related to that.

36. Will staff who are deemed essential and working from their office need some type of documentation from FSU stating they are essential? If staff is stopped while driving to their office, they may need to provide documentation beyond their FSUID.
It is our understanding that if an employee is stopped, they simply need to state that they are going to work and no additional documentation will be required.

37. If I get COVID-19 and am unable to work remotely, do I use my own leave before Emergency Paid Sick Leave, or do I use Emergency Paid Sick Leave first?
In this case, you would be eligible for the Emergency Paid Sick Leave, but you must provide medical documentation. Emergency Paid Sick Leave is provided in addition to employee’s accrued leave.

38. How long will it take to find out if our employees have been approved for the leave they are requesting, and what will that notification process look like?
The notification process is an email approval that outlines the number of hours they have been approved for and the effective date of the leave. We will also link to either a job aid or give specific items as it relates to time reporting requirements for that employee. Right now, the turnaround time is 5 days.

39. If 25% of the duties are essential, are they eligible for Emergency Paid Sick Leave?
If 25% of the duties are on campus and essential, and the other 75% are on campus non-essential, the Emergency Paid Sick Leave can be used for the 75% on campus non-essential.

40. If a 26-hr/week OPS employee requests a letter from an FSU department, and said that he cannot perform his job duties due to COVID-19 and he is not essential, what options do departments have?
This employee would qualify for the Emergency Paid Sick Leave if they are experiencing symptoms related to COVID-19. However, they must submit that application with supporting medical documentation.

41. If an employee uses the emergency childcare leave, can they still clock hours from home?
Generally speaking, an employee who is able to remote work would not need the Emergency Childcare leave.

42. If departments have expectations that employees are readily available to provide customer service, answer questions, etc. but they may not have a full 40 hours of continuous work, does HR require them to report leave for the down time?
No, that is not what we are saying. However, during this time, there may be other ways to fill the 40 hours besides the normal everyday duties, and employees should make every attempt to
fulfill the 40 hours with special projects, research, training, or development. This should be worked out at the supervisory level.

43. Will the FML expansion form and additional forms be located on the website soon? Yes, they are on the Workplace Guidance webpage.

44. Once the 80 hours of leave is exhausted for A&P and USPS employees whose duties are not able to be completed remotely, should the administrative leave just be entered by the employee directly or do they need authorization from HR? Also, if they have other sick or vacation leave, do they need to use that before the administrative leave is used? Check with your department to make sure HR will be authorizing administrative leave for your area.

45. If faculty positions are not filled; will those lines possibly will be taken away? At this point, we are not saying that, and you will receive notice before anything like that happens. However, we are in a hiring freeze to ensure that, at this time, only the most critical positions are getting filled.

46. Does all of this apply to employees with courtesy appointments at FSU, but they are paid by FAMU? FFCRA applies to all employers, but you should reach out to FAMU directly for guidance on employees paid by FAMU.

47. Should we encourage our employees to seek out these options for pay or only respond to requests from employees? The law requires us to post notice for employees and departments should email this information to their employees. However, it is not necessary to solicit applicants.

48. Are long-term OPS and short-term OPS both eligible for the leave options? Both short-term and long-term OPS are eligible for the Emergency Paid Sick Leave, however, the emergency FML requires that you have worked for the employer for at least 30 days.

49. Can you address employees who live in Georgia that might need some verification to come to work crossing state lines? We have been told that the only thing employees need to show is their FSU ID card.

50. If your childcare provider is open but you have your children home, can you qualify for this expansion? The expansion requires that you provide documentation that you are unable to utilize childcare, and if this is not so, you will not be eligible.

51. What are the guidelines for 65 or older employees and how does that relate to FFCRA? They would be eligible for this leave under the state-mandated quarantine.

Other
If you have questions regarding Federal Work Study employees, please contact the Office of Financial Aid.

If you have questions regarding international employees, please contact the Center for Global Engagement.