



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Renisha Gibbs, Associate Vice President for Human Resources and Finance & Administration Chief of Staff, for distribution to all Deans, Directors, and Department Heads.

On March 18, 2020, the Families First Coronavirus Response Act (FFCRA) was signed into law. This new law contains two leave benefits that will be available to eligible employees (including OPS) at Florida State University. These leave benefits will be provided in addition to an employee's accrued leave balance. To assist departments with understanding and implementing the new law, the HR Coronavirus Taskforce will host another open Zoom call on **Friday, April 3, 2020**, to answer questions about FFCRA.

Meeting Information

Friday, April 3, 2020

2:00 p.m. – 3:00 p.m.

For instructions on using Zoom, [click here](#).

To access the meeting, [click here](#).

FFCRA Posters

The Department of Labor requires that employers provide employees with information on the Families First Coronavirus Response Act. Please post the [FFCRA](#) notice with the other federal/state posters located in your building. Additionally, email the [FFCRA](#) notice to employees in your department to ensure visibility and notice for employees working remotely.

FFCRA Leave Provisions Highlights

Emergency Family Medical Leave Act (FMLA) Expansion

- **Eligibility:** An employee must be employed for a minimum of thirty (30) days and is unable to work remotely due to child care needs related to COVID-19 day care and school closures.
- Provides employees with up to twelve (12) weeks of emergency FMLA. The first two weeks are unpaid followed by ten (10) weeks of paid emergency FMLA at two-thirds an employee's rate of pay.
- **Application:** [Emergency FMLA](#) and the [School/Childcare Certification form](#).

Emergency Paid Sick Leave

- **Eligibility:** Available to employees when remote work is not available or job duties cannot be performed remotely.
- Provides fulltime employees up to 80 hours of paid sick leave when the employee is unable to work because the employee is quarantined and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

- Provides fulltime employees up to 80 hours of paid sick leave at **two-thirds** the employee's regular rate of pay if the employee is unable to work onsite or work remotely due to the need to care for an individual subject to quarantine or care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.
- May be used in addition to or in conjunction with the Emergency FMLA Expansion.
- **Application:** [Emergency Sick Leave](#) and the [School/Childcare Certification form](#).

These leave benefits are available to employees with a qualifying reason when remote work cannot be performed. Supervisors and department heads are responsible for evaluating the ability of an employee to work remotely, even on a part-time basis.

Questions? Contact Christine Conley at caconley@fsu.edu or 644-1978.