



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

An important message from FSU Office of Human Resources

This message has been approved by Christine Conley, Senior Associate Director of Attendance & Leave, for distribution to all Department Representatives.

Emergency Paid Sick Leave

Employees who have a qualifying reason under the Families First Coronavirus Act (FFCRA), and are unable to work remotely may be eligible for Emergency Paid Sick Leave. The Emergency Paid Sick Leave provides a total of 80 hours (prorated for part-time) at full or two-thirds of the rate of compensation, based on the qualifying reason. If used continuously, the Emergency Paid Sick Leave kept employees in pay status on or around the end of last pay period, April 16, 2020.

Departments may review the query [FSU_TL_EMER_SICK_LEAVE_BY_DEPT](#) to verify approved employees, payment type, and their balance as of the pay period beginning April 17, 2020. Applications that have not been submitted are due by Friday, April 24, 2020, to be guaranteed evaluation and if applicable processing for the current pay period ending April 30, 2020.

Intermittent Work and Emergency Paid Sick Leave

Employees who have been deemed on-campus essential may still be required to report to campus on a full-time or a reduced work schedule. Those who are reporting to campus on a reduced work schedule, may continue to report Emergency Paid Sick Leave to remain in full pay status until their Emergency Paid Sick leave entitlement is exhausted.

Employees who can perform a percentage of their responsibilities remotely should record the hours worked as [Regular Hours Worked \(REGHP\)](#) and any hours not worked under Emergency Paid Sick Leave until the leave is exhausted.

Emergency Administrative Leave

Employees (USPS, A&P, 12-month faculty) that were eligible for Emergency Paid Sick leave, and have exhausted the leave entitlement, may be eligible for Emergency Administrative Leave in pay period ending April 30, 2020. This only applies to employees that are not eligible for the Emergency FMLA Expansion. Employees (USPS, A&P, 12-month faculty) who were not approved for Emergency Paid Sick Leave and all OPS employees are not eligible for Administrative Leave. Employees approved for Administrative leave will report [Administrative Leave Taken \(ADMHT\)](#) with the Override Reason Code [PRES4 \(University Interest\)](#). On-campus essential employees who are required to perform work on a reduced schedule will be granted Administrative Leave on unscheduled days after the Emergency Paid Sick Leave has been exhausted.

Emergency FMLA Expansion

Employees who were approved for the Emergency FMLA Expansion should begin reporting the FMLA leave after the Emergency Paid Sick Leave has exhausted. Since Emergency FMLA leave pays at two-

thirds of an employee’s compensation rate, they are eligible to supplement in one-third of Administrative Leave for non-scheduled workdays.

Reporting hours worked and leave usage

Employees should navigate to their OMNI timesheet. If the employee worked remotely or on campus, all hours worked should be recorded as Regular Hours Worked (REGHP). Employees who were not scheduled to work, or worked intermittently, and were approved for Emergency Paid Sick Leave should record the balance of hours using the Paid Emergency Sick Leave reporting code. After the Emergency Paid Sick Leave has been exhausted, employees are eligible to record Administrative Leave Taken (ADMHT) through April 30, 2020, for any days or hours they were unable to work. The Emergency Administrative Leave allowance will end on April 30, 2020.

Example

The below is an example of an employee who was scheduled to work 12 hours during the second week of the pay period and had a remaining balance of 9 hours – Paid Emergency Sick Leave.

From Friday 04/24/2020 to Thursday 04/30/2020 ?

Fri 4/24	Sat 4/25	Sun 4/26	Mon 4/27	Tue 4/28	Wed 4/29	Thu 4/30	Total	Time Reporting Code	Override Reason
				6.00	6.00			Regular Hours Worked - REGHP	
8.00			1.00					Paid Emergency Sick Leave Full - PSK	
			7.00	2.00	2.00	8.00		Administrative Leave Taken - ADMHT	PRES4

Submit

- Reported Time Status
- Summary
- Leave / Compensatory Time**
- Exceptions
- Payable Time

Leave and Compensatory Time Balances ?

Plan Type	Plan	Recorded Balance	View Detail
Leave	Sick	712.54	
Leave	Vacation	117.03	
Leave	Emergency Paid Sick Leave	9.00	

For additional time entry instructions, please access the job aids for [full-payment](#) and [two-thirds payment](#).

Questions? Please contact an [Attendance & Leave representative](#).