

## **Recording Families First Coronavirus Response Act Leave (COVID-19)**

### **How to complete a Time Sheet**

**Time Sheets are completed by hourly, nonexempt employees who are paid bi-weekly.**

Your first step should be to complete a [Families First Coronavirus Leave Request](#).

If you have already submitted your FFCRA Leave Request under the **Emergency Paid Sick Leave Act**, please record your time as follows:

**If you are taking leave to care for yourself**, meaning you chose Option 1, 2, or 3 on your FFCRA Leave Request, then you record hours under “**COVID-19 Self Care**.”

**Unless you are fully teleworking**, this leave, ***and leave taken under Option 4, cannot*** be taken intermittently. This means that once you begin leave for this reason, you may not return to work on-site until you receive a release to do so, either from your health care provider or you are no longer subject to a governmental isolation or quarantine order. If you are fully teleworking, intermittent leave may be taken, but only be in eight (8) hour increments. **This is because options 1-4 all include either direct illness or contact with someone who is ill, meaning you cannot return to work until it is safe for you to do so.**

**If you are taking leave to care for your child(ren) whose regular child care provider (including school) is unavailable**, meaning you chose Option 5 or Expanded FMLA your FFCRA Leave Request, then you record hours under “**COVID-19 Caregiver**”.

Leave taken under Option 4 should also be recorded under “**COVID-19 - Caregiver**,” but this type of leave may not be taken intermittently unless you are fully teleworking.

You may take Option 5 leave intermittently in increments of eight (8) hours.

Because this type of leave is partially paid at 2/3 your regular rate, the University has elected to allow employees to supplement 2.5 hours of their own accrued-paid leave. Accrued-paid leave used to supplement partial pay should be used in the following order (1) Compensatory, (2) Personal, then (3) Vacation.

**Important:** You must still record the full number of hours taken as leave, even if you choose to supplement with your own accrued-paid leave. For example, if you take a full day of leave you would record eight (8) hours under “Covid-19 Caregiver” and up to 2.5 hours of your accrued-paid leave on that same day as well.

**If you have already taken two (2) weeks of leave to care for your child(ren) whose regular childcare provider is unavailable AND you need to take additional leave, please resubmit**

**your [Families First Coronavirus Leave Request](#) under (Expanded FMLA) Family and Medical Leave Expansion Act.**

You may attach the same documentation to this request as your FFCRA Leave Request Under Emergency Paid Sick Leave if the dates are still relevant.

Record hours taken for this reason under “COVID-19 Extended Caregiver ”.

You may take this leave intermittently in increments of eight (8) hours.

Because this type of leave is partially paid at 2/3 your regular rate, the University has elected to allow employees to supplement 2.5 hours of their own accrued-paid leave. Accrued-paid leave used to supplement partial pay should be used in the following order (1) Compensatory, (2) Personal, then (3) Vacation.

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**How to complete a Leave Report**

Leave Reports are complete by salary, exempt employees who are paid monthly.

Your first step should be to complete a [Families First Coronavirus Leave Request](#).

Instructions for completing leave reports will be provided after April 3, 2020.