



CORONAVIRUS (COVID-19) INFORMATION

Families First Coronavirus Response Act (FFCRA)

I. Do I qualify for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA)?

Are you actively scheduled to work and have been employed with the SU System at least 30 days?

No	Yes	No	Yes
You do not qualify.	Are you unable to work/telework for one of the reasons below?		
	a. Are you subject to a federal, state or local quarantine order related to COVID-19?	You do not qualify for EPSL	Provide website/copy of order or isolation
	b. Have you been advised by a health care provider to self-quarantine due to concerns related to COVID-19?	You do not qualify for EPSL	Provide copy of physician's note
	c. Are you experiencing symptoms of COVID-19 and seeking a medical diagnosis?	You do not qualify for EPSL	Provide copy of physician's note
	d. Are you caring for an individual who is subject to either letter a or b?	You do not qualify for EPSL	Provide proof listed in a or b
	e. Are you caring for your child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions?	You do not qualify for EPSL	Provide proof of closure
	f. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.	You do not qualify for EPSL	Provide documentation to support

If you answered yes and can provide the accompanying proof you may qualify for up to 80 hours of Emergency Paid Sick Leave. If you answered yes to a, b, or c, the leave would be compensated at 100% of your regular rate of pay. If you answered yes to d, e, or f, the leave would be compensated at 2/3 your regular rate of pay.

To apply, take the following steps:

1. Read, sign and submit t the SUS Expanded FMLA and Emergency Paid Sick Leave Procedure.
2. Submit the SUS Request for Emergency Sick Leave
3. Submit the SUS Employee Statement Supporting Leave

II. Do I qualify for Expanded Family Medical Leave Act (EFMLA) under the Families First Coronavirus Response Act (FFCRA)?

Are you actively scheduled to work and have been employed with the SU System at least 30 days?

No	Yes	No	Yes
You do not qualify for EFMLA.	Are you unable to work/telework due to the reason listed below?		
	a. Are you caring for your child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions?	You do not qualify for EFMLA?	Provide proof of closure

If you answered yes and can provide the accompanying proof you may qualify for up to 12 weeks of Expanded Family Medical Leave. The first 10 days of leave would be unpaid and can be used concurrently with EPSL or accrued leave. The remaining 10 weeks of leave will be compensated at 2/3 your regular rate of pay.

To apply, take the following steps:

1. Read, sign and submit the SUS Expanded FMLA and Emergency Paid Sick Leave Procedure.
2. Submit the SUS Request for Expanded Family Medical Leave Act (EFMLA)
3. Submit the SUS Employee Statement Supporting Leave