



Division of Human Resources

MEMORANDUM HR COVID-19

TO: HR and Business Contacts

FROM: Division of Human Resources

DATE: March 31, 2020

RE: **Families First Coronavirus Response Act**

The Families First Coronavirus Response Act (FFCRA) will take effect on April 1, 2020. The FFCRA seeks to assist employees impacted COVID-19 and includes two forms of paid leave for employees:

- **Emergency Family and Medical Leave Expansion Act (EFMLA):** Expands the federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID- 19 related closure of a school or childcare center.
- **Emergency Paid Sick Leave Act:** Provides up to 80 hours of paid sick leave for employees for six qualifying reasons related to COVID-19.

Both paid leave provisions take effect April 1, 2020, and both expire December 31, 2020.

The provisions of the FFCRA are only for those employees who cannot work, including work-from-home, as a result of COVID-19. As directed by Governor Henry McMaster in his executive orders, you should still first offer work-from-home opportunities to employees to the maximum extent possible and offer paid leave available to employees under the FFCRA only if work-from-home opportunities have been exhausted.

These protections are available to all employees, including those who do not earn other

forms of leave. Employees are eligible to take leave under the EFMLA Act if they have been employed at least 30 calendar days. This includes employees in non-FTE and non-leave accruing positions. Employees are eligible for Emergency Paid Sick Leave from their first day of employment.

Additional information concerning EFMLA and Emergency Paid Sick Leave is available in the [HR Toolbox](#). Please also post and distribute the [federal poster](#) for the FFCRA.

More information will be forthcoming on instructions on how to request this leave.

For questions about Emergency Family Medical Leave or Emergency Paid Sick Leave under the [Families First Coronavirus Response Act](#), please email benefits@mailbox.sc.edu.

Check the university's [COVID-19 landing page](#) for additional tips on how to stay healthy and more information about COVID-19.