Overview of Process for Emergency Paid Sick Leave and Emergency Family Medical Leave

The Families First Coronavirus Response Act (FFCRA) assists employees who are impacted by COVID-19 and affords employees two types of leave. Both types of leave, detailed below, are available to eligible employees including those in non-FTE and non-leave accruing positions which includes active temporary and student employees. Per the FFCRA these emergency leaves can be utilized from April 1, 2020 through December 31, 2020.

- **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 child care center. Must have been employed for 30 days.

- **Emergency Paid Sick Leave Act (EPSL):** Provides up to 80 hours of paid sick leave for employees for six qualifying reasons related to COVID-19. Eligible from day one of employment.

Please visit the University’s [FFCRA FAQ webpage](#) for more information including eligibility criteria.

**Requesting and Processing the Leave:**

Leave for EFMLA and EPSL can be requested by visiting Employee Self Service (ESS) in the HR/Payroll System. It is recommended to use self-service for faster processing. Instructions on how to complete the request for leave can be found on the HR website.

For temporary employees (including students) who request EPSL leave in ESS for Eligibility #1, a notice of 0 hours or a termination notice (sample sent in previous correspondences) will be required for submission of the electronic form. This allows the approvers to know that these employees have been notified by the department and that they are eligible.

If employee requests EPSL and/or EFMLA through Employee Self-Service in HCM, the request will route to the Campus Leave Administrator for approval. For EPSL the Campus Leave Administrator will complete a field for ‘total eligible hours’ which will be included in the auto-generated notifications sent to the Employee and the Supervisor.

Employee should enter the leave by week into ITAMS and Supervisors should approve the time. Supervisors should also assist in monitoring the employee is not surpassing the amount of leave eligible.

If the employee is in an FTE, RGP, or TL position and at some point, runs out of leave while inputting hours into ITAMS due to no remote work available, they must go into a Leave without Pay (LWOP) status.
If Employees do Not Have Access to Computers:

As some employees may not have access to computers to request the leave, College/Division HR Contacts may elect to send in a spreadsheet for those who are eligible for EPSL. It is asked that you make the employee aware that you will be doing this so to not receive duplicate requests. This spreadsheet should include:

<table>
<thead>
<tr>
<th>EMpl ID</th>
<th>Name</th>
<th>EMpl Record</th>
<th>Dept Name</th>
<th>Dept #</th>
<th>EPSL Elig Hours</th>
</tr>
</thead>
</table>

College/Division HR Contacts will send completed spreadsheet to their Campus Benefits Administrator/HR Office (for the Columbia campus submit to the Benefits Office at Benefits@mailbox.sc.edu). Benefits will determine hours of eligibility from Payroll’s spreadsheet of average work hours. Once the Benefits Office has done their review and added a column for eligible hours, the spreadsheet will be returned to the College/Division HR Contact.

<table>
<thead>
<tr>
<th>EMpl ID</th>
<th>Name</th>
<th>EMpl Record</th>
<th>Dept Name</th>
<th>Dept #</th>
<th>EPSL Elig Hours</th>
</tr>
</thead>
</table>

College/Division HR Contacts will then enter the time into ITAMS and ensure the supervisor is aware so they can approve time (if applicable for supervisor’s approval).

If Terminating Temporary and/or Student Employees post ESPL:

If students or temporary employees are being terminated, the ESPL hours must be entered prior to their termination date.

If a College/Division has more than 25 students/temporaries terminating, prior to the existing end-date on record due to no remote work, they will be allowed to submit a spreadsheet with the following information requested to HR Operations at Saladmin@mailbox.sc.edu:

<table>
<thead>
<tr>
<th>EMPL ID</th>
<th>Name</th>
<th>EMPL Record</th>
<th>Dept Name</th>
<th>Dept #</th>
<th>Last Day Worked</th>
</tr>
</thead>
</table>

If a spreadsheet is not completed, a Status Change eForm for temporaries and Student Change Request paper form for students must be submitted stating the reason for separation as “Related to COVID-19.”