

# Requesting Expanded Family & Medical Leave (FFCRA)

This guide is intended to assist employees in requesting expanded family and medical leave (FMLA) under the Families First Coronavirus Response Act (FFCRA).



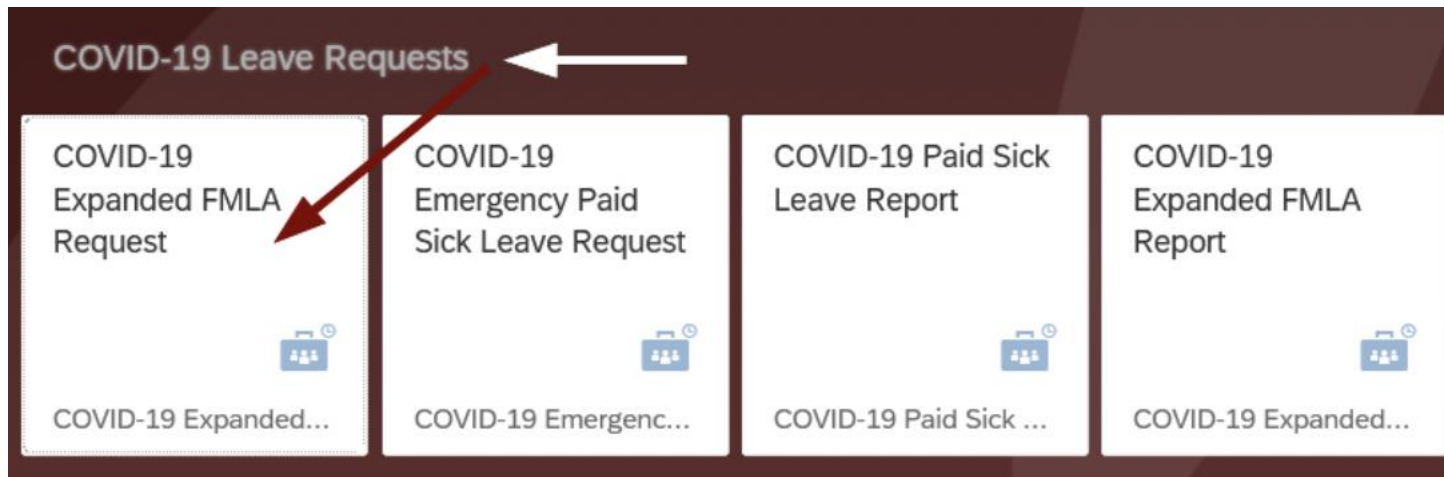
*Rev. 4.2020*

Submit a request for expanded family and medical leave (FMLA)  
under the Families First Coronavirus Response Act (FFCRA).

## To log into the system:

- go to: [SAP Portal](#)

Go to the COVID-19 Leave Requests group. There are four (4) tiles in the group; two (2) for requests and two (2) for reporting. To request up to 10 weeks of expanded family and medical leave click on the tile labeled COVID-19 Expanded FMLA Request. For an employee to qualify for this leave they must have been employed at Texas State University for at least 30 calendar days.



## Step 1. Answer the questions about working remotely

COVID-19 Expanded Family and Medical Leave Request

**Purpose**

The purpose of this form is to request paid expanded family and medical leave based on the Families First Coronavirus Response Act (FFCRA). The Act provides employees with up to 10 weeks of expanded family and medical leave who are unable to work due to a bona fide need to care for a child whose school or child care provider is closed for reasons related to COVID-19. To qualify for the leave you must have been employed at Texas State University for at least 30 calendar days. Leave under this act does not carry over from one year to the next. The relief from FFCRA has an end date of December 31, 2020. Please complete the form below to request leave based on FFCRA.

**Employee Information**

Name:	<b>Ms Boko Bobcat</b>	Texas State ID:	<b>A00017037 (00000515)</b>	Employee Group:	<b>Staff</b>	EE Subgroup	<b>12 Mo Ex Salaried</b>	Status:	
Job Title:	<b>Assoc Dir, Core Systems</b>	Department:	<b>Core Systems</b>	Division:	<b>1200 Information Technology</b>			Job FLSA Status:	
Supervisor:	<b>Ms Leah Lynx</b>								

**Working Remote**

Are you currently working remotely for any part of your work week?


Request in Progress

Step 2. Enter the start and end date for the expanded FMLA request.

Date Range			
Start Date	<input type="text" value="06/01/2020"/>	End date	<input type="text" value="06/30/2020"/>

**Step 3.** IRS requires specific requirements for supporting documentation. Please review the requirements and gather the required documents to attach to the request.

Attachments



**IRS requirements that must be included in your attachments.**

- A statement that you are unable to work including by means of telework
- In the case of a request based on a school closing or child care provider unavailability, include a statement that identifies the name and age of the child (children) to be cared for, the name of the school or place of care that is closed and a statement that no other person will provide care for the child/children during the period for which you are receiving family medical leave and, with respect to your inability to work or telework because of a need to provide care for a child older than 14 during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

**Step 4.** Attach the supporting documentation. A request cannot be submitted without attachments.

Click on the button “New Attachments”



The screenshot shows a user interface element with a button labeled "New Attachments" (indicated by a red arrow) and a table below it. The table has five columns: "Type", "Title", "Created By", "Created On", and "Actions". The table is currently empty.

Type	Title	Created By	Created On	Actions

Click the “Browse” button to search and find documents.



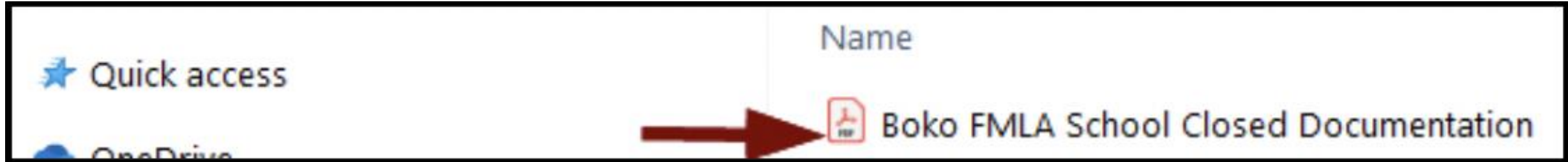
Attachment Name:

\* File Name:  No file selected.

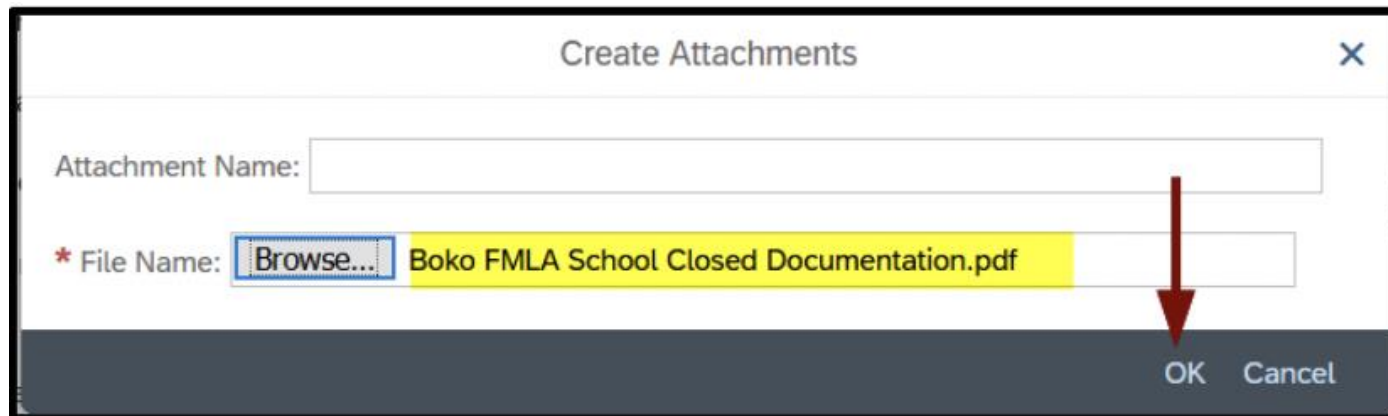
OK Cancel



Double click on the document to select it.






The document is returned to the request. Click the “OK” button.




Document is attached to the request. Repeat the process for attaching additional documentation

Type	Title		Created On	Actions
	boko fmla school closed documentation.pdf		04/16/2020	 

To view the attached document, click on the eyeglass icon.

Type	Title		Created On	Actions
	boko fmla school closed documentation.pdf		04/16/2020	 



To delete the attached document and start over, click the trash can icon.

Type	Title		Created On	Actions
	boko fmla school closed documentation.pdf		04/16/2020	 

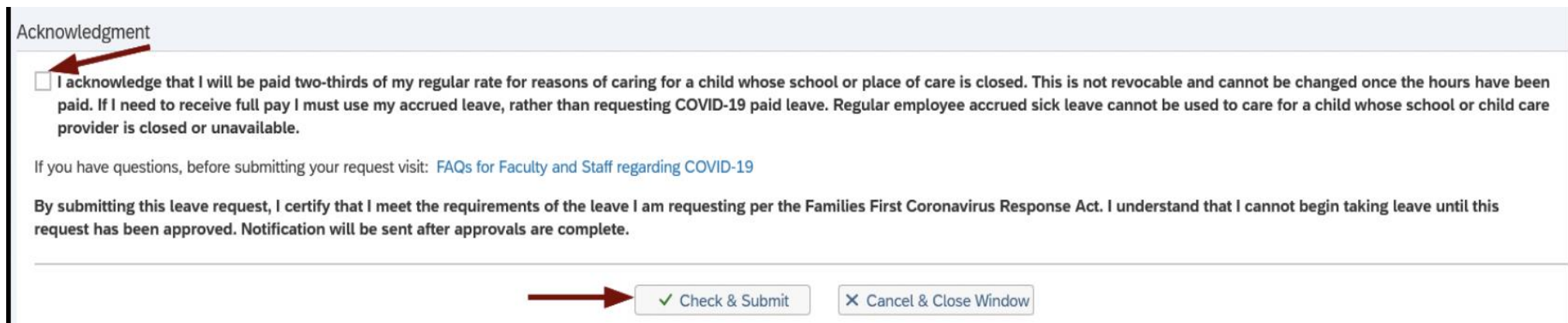


**Step 5.** Read the acknowledgment section and check the box to accept.

*Note that this is not revocable and cannot be changed once the expanded FMLA hours are paid.*

If full pay is needed rather than two-thirds pay, accrued leave must be used rather than leave provided under FFCRA. Regular employee accrued sick leave cannot be used to care for a child whose school or childcare provider is closed or unavailable.

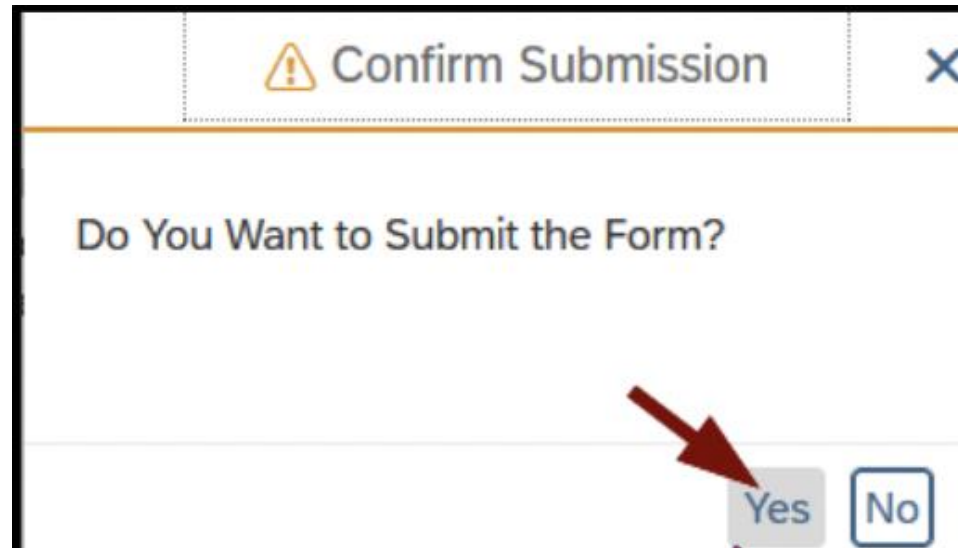
For questions, review the [FAQs for Faculty and Staff regarding COVID-19](#).



A screenshot of a web form titled "Acknowledgment". The form contains a checkbox with the following text: "I acknowledge that I will be paid two-thirds of my regular rate for reasons of caring for a child whose school or place of care is closed. This is not revocable and cannot be changed once the hours have been paid. If I need to receive full pay I must use my accrued leave, rather than requesting COVID-19 paid leave. Regular employee accrued sick leave cannot be used to care for a child whose school or child care provider is closed or unavailable." Below this text is a link: "If you have questions, before submitting your request visit: [FAQs for Faculty and Staff regarding COVID-19](#)". At the bottom of the form is a certification statement: "By submitting this leave request, I certify that I meet the requirements of the leave I am requesting per the Families First Coronavirus Response Act. I understand that I cannot begin taking leave until this request has been approved. Notification will be sent after approvals are complete." At the bottom right of the form are two buttons: "Check & Submit" and "Cancel & Close Window". A red arrow points to the checkbox, and another red arrow points to the "Check & Submit" button.

Click the “Check & Submit” button to submit the request.

**Step 6.** Confirm to submit the request. The request is submitted into workflow for approval. Email notification is sent when the FFCRA expanded FMLA request is approved.



This completes the steps in this user guide.

