

## **Families First Coronavirus Response Act (FFCRA) and American Rescue Plan Act (ARPA) for Texas State Employees**

The Families First Coronavirus Response Act (FFCRA) provided two new leave categories that Texas State University made available to all students, staff, and faculty to alleviate some of the work, health, family, and leave challenges posed by the COVID-19 pandemic. The FFCRA was effective April 1, 2020 through December 31, 2020.

The American Rescue Plan Act (ARPA) allows employers to reinstate these two leave categories, with changes, effective April 1, 2021 through September 30, 2021.

Below is a summary of the ARPA provisions and procedures implemented for Texas State employees. Please note, if you are approved to remote work, then you may not be eligible to take the leave provided in this Act.

### **EMERGENCY PAID SICK LEAVE**

**Effective Dates:** April 1, 2021 through September 30, 2021

**Eligible Employees:** All Texas State employees including part-time faculty, staff and student workers

**Amount of Leave:**

Full-time employees: up to 80 hours

Part-time employees: the average number of hours the employee works over a two-week period

**Eligible Reasons:**

When, due to COVID-19 conditions, an employee is unable to be physically present or telework and is:

- (1) subject to a federal, state, or local quarantine or isolation order
- (2) advised by a health care provider to self-quarantine
- (3) experiencing COVID-19 symptoms and seeking a medical diagnosis
- (4) caring for an individual subject to an order described in (1) or self-quarantined as described in (2)
- (5) caring for a child whose school or place of care is closed
- (6) experiencing any other substantially similar condition specified by federal or state authorities
- (7) is getting a COVID-19 vaccine
- (8) is recovering from complications due to receiving a COVID-19 vaccine
- (9) is awaiting results of a COVID-19 test or diagnosis for coronavirus

**Rate of Pay for Leave:**

For reasons numbered (1)-(3) and (7)-(9) on the list above, Texas State will pay the employee's regular rate of base pay. The maximum amount per day is \$511.

For situations numbered 4-6 on the list above, Texas State will pay two-thirds of the employee's regular rate of base pay. The maximum amount per day is \$200.

**Procedure:**

Employees should first discuss their leave request directly with their supervisor and then complete the Emergency Paid Sick Leave form in the SAP Portal Employee Self-Service.

## EXPANDED FAMILY MEDICAL LEAVE

**Effective Dates:** April 1, 2021 through September 30, 2021

**Eligible Employees:** All Texas State employees employed for at least 30 calendar days. Includes part time faculty, staff and student workers

**Amount of Leave:** Up to 12 weeks

**Eligible Reasons:**

When, due to COVID-19 conditions, an employee is unable to be physically present or telework and is:

- (1) subject to a federal, state, or local quarantine or isolation order
- (2) advised by a health care provider to self-quarantine
- (3) experiencing COVID-19 symptoms and seeking a medical diagnosis
- (4) caring for an individual subject to an order described in (1) or self-quarantined as described in (2)
- (5) caring for a child whose school or place of care is closed
- (6) experiencing any other substantially similar condition specified by federal or state authorities
- (7) is getting a COVID-19 vaccine
- (8) is recovering from complications due to receiving a COVID-19 vaccine
- (9) is awaiting results of a COVID-19 test or diagnosis for coronavirus

**Rate of Pay for Leave:**

For all reasons listed, this leave is paid at two-thirds of the employee's regular rate of base pay. The maximum amount per day is \$200.

**Procedure:**

Employees should first discuss their leave request directly with their supervisor and then complete the Expanded Family Medical Leave form in the SAP Portal Employee Self-Service.

*Please note that the Department of Labor is in the process of drafting regulations for the ARPA. This guidance may be altered by subsequent statutes, regulations, or institutional needs.*