

Families First Coronavirus Response Act (FFCRA) for Texas State Employees

Signed into law on March 18, 2020, the Families First Coronavirus Response Act (FFCRA) provides two new distinct leave categories that Texas State University is making 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 is effective April 1, 2020 through December 31, 2020. Since this is a new emergency measure being implemented in a very short time frame, we are asking supervisors to work closely with employees to make sure they are aware of their options and can make the best decision for themselves and their families.

Please take a moment to familiarize yourself with the act and how it impacts Texas State employees by visiting our [COVID-19 Faculty and Staff Resource Page](#). While we quickly implemented more flexible work schedules, remote work, and telecommuting, this act provides even more options for our valued employees. Please note, if you are able to remote work or telecommute, then you may not be eligible to take the leave provided in this Act.

Here are the two new provisions:

EMERGENCY PAID SICK LEAVE

Effective Dates: April 1 through December 31, 2020

Eligible Employees: All Texas State employees, including part-time faculty, staff and students

Amount of Leave:

Full time employees: up to 80 hours

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

Eligible Circumstances:

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; (*a Stay at Home order does not qualify*)
2. advised by a health care provider to self-quarantine;
3. experiencing COVID-19 symptoms and is 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; or
6. experiencing any other substantially similar condition specified by federal or state authorities.

Rate of Pay for Leave:

For situations numbered 1-3 on the list above, Texas State will pay a full-time employee the full rate of pay for up to 80 hours and a part-time employee will receive full pay for an average number of hours. 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 normal rate of pay up to a maximum of \$200 per day.

Reporting:

Employees should first discuss their leave request directly with their supervisors and then complete the appropriate leave form in SAP. For directions on how to access these forms in SAP access the [Request Emergency Paid Sick Leave User Guide](#).

CHILD CARE: EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

Effective Dates: April 1 through December 31, 2020

Eligible Employees: All Texas State employees including part-time faculty, staff and students employed for at least 30 calendar days

Amount of Leave: Up to 10 weeks beyond the two weeks of Emergency Paid Sick Leave described above

Eligible Circumstances:

When, due to COVID-19 conditions, an employee is unable to telecommute or be physically present in order to care for a child under 18 years of age due to the closure of the child's school or place of care, or unavailability of a childcare provider. The definition of eligible child here is the same as has always been the case under the [Family Medical Leave Act](#).

Rate of Pay for Leave:

- The employee shall receive two-thirds of salary, provided the total amount paid does not exceed \$200 a day.

Reporting:

Employees should first discuss their leave request directly with their supervisors and then complete the appropriate leave form in SAP. For directions on how to access these forms in SAP access the [Request Expanded Family & Medical Leave user Guide](#).

If you are eligible and plan to request either of these options, please submit your request using the SAP Portal. Remember to first familiarize yourself with guidance on your eligibility and determine whether an FFCRA option is best for your specific situation. A helpful resource is the [FFCRA FAQs on the COVID-19 website](#).

We appreciate your continued commitment to the Bobcat Community as together, we balance safety priorities with the essential work of running the university.

Please note that the Department of Labor is in the process of drafting regulations for the [FFCRA](#). This guidance may be altered by subsequent statutes, regulations, or institutional needs.