HR Leaders and Supervisors

How to use COVID-19 leaves

Who is eligible?
• Faculty
• Staff
• Student workers*
• Full and part-time** employees

University Emergency Paid Leave
80 hours*
Tied to the University State of Emergency

Federal Paid Sick Leave
80 hours*
Families First Coronavirus Response Act—
Ends on December 31, 2020

160* hours total

Use these two leaves to care for yourself or a family member due to COVID-19

1. Under federal, state, or local government-ordered quarantine or isolation due to COVID-19
2. Under doctor-advised self-isolation related to COVID-19
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis
4. Caring for a family member under a government-ordered quarantine or isolation due to COVID-19
5. Caring for a family member under a doctor-advised quarantine or isolation due to COVID-19
6. Caring for your child because of a COVID-related school or childcare closure or remote school or hybrid school on days when teaching is remote.

Need more leave options to care for children?

*Student workers with at least 30 days of employment
**Eligible part-time employees can take paid sick time pro-rated so it’s equal to the number of hours they work on average over a two-week period.

10/6/2020
Federal Families First Coronavirus Response Act (FFCRA)-Provision 2

Expanded Paid Family Medical Leave Covers Caring for Children

For those who need additional time to care for a child whose school or childcare is closed or unavailable due to COVID-19 (including remote or hybrid schooling), there are options.

Once University Emergency Paid Leave and FFCRA Provision 1 have been exhausted, FFCRA Provision 2 provides up to 10 more weeks of paid expanded family and medical leave at $2/3 of an employee’s regular pay rate (up to $10,000).

Learn more at z.umn.edu/ffcra

Reach out to unit HR

Supervisors should reach out to their unit HR staff who will connect with the Office of Human Resources to consult on eligibility and how to set up and use Expanded Paid Family Medical Leave.

Employees will receive information from their unit HR on their specific leave usage.

Employees

Look for an Email from OHR

People who use the University Emergency Leave will get an email from Payroll Services with a short online form.

The form helps the University get funds from the federal government to pay for these leaves.