

PAID LEAVE & OTHER OPTIONS FOR ABSENCES DUE TO COVID-19

March 22 (Pause Order) – April 1

NYS PAID SICK LEAVE

Eligibility: All employees unable to work from home and are home due to diagnosis, quarantine or campus closure, or employees unable to work due to a child's school or childcare being closed. Full-Time Employees who work Part-Time hours as an essential employee (from home or on campus) may claim sick leave for hours not worked to equal their full-time hours.

Not Eligible: Employees who can telecommute/work from home

Max Allowance: 2 weeks

Max Benefit: Full 2-week salary / full hourly rate for 2-weeks regular hours

End Date: When 2 weeks' pay is exhausted or December 31, 2020, whichever occurs first

Leave Code: Select "NYSIC" from paid time off drop down menu on time card

What to do when NYS Paid Sick Leave is exhausted:

Utilize Emergency Paid Sick leave through the Families First Coronavirus Response Act (FFCRA)

Effective April 1st

EMERGENCY PAID SICK LEAVE (FFCRA)

Eligibility: All employees unable to work from home and are home due to diagnosis, quarantine or campus closure, or employees unable to work due to a child's school or childcare being closed. Full-Time Employees who work Part-Time hours as an essential employee (from home or on campus) may claim sick leave for hours not worked to equal their full-time hours.

Not Eligible: Employees who can telecommute/work from home

Max Allowance: 2 weeks

Max Benefit: \$511 per day, \$5,110 aggregate over 2 weeks

End date: When 2 weeks' pay is exhausted, \$5,110 has been paid out, or December 31, 2020, whichever occurs first.

Leave Code: Select "COVID" from paid time off drop down menu on time card

What to do when Emergency Paid Sick Leave through the FFCRA is exhausted:

Option 1: ONLY for employee who is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-

19: Utilize Paid Expanded Family and Medical Leave

Option 2: Draw from Vacation and Sick time

Option 3: Apply for NYS Unemployment Compensation

Option 4: ONLY if you are caring for a family member who is diagnosed/suffering from COVID-

19: Apply for NYS PFL

Option 5: ONLY if you are diagnosed/suffering from COVID-19: Apply for Short-Term Disability through Guardian

Effective April 1st

PAID EXPANDED FAMILY AND MEDICAL LEAVE

Eligibility: Employee is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19

Not Eligible: Employees who do not have a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Max Allowance: 10 weeks

Max Benefit: 2/3 (66.66%) of employee's regular rate of pay with a max of \$200 per day, \$10,000 aggregate

End date: When 10 weeks' pay is exhausted, \$10,000 max has been paid out, or December 31, 2020, whichever occurs first.

Position Code: CHILDLAVE position will be added to employee. Employee will submit their time card for this position, and not their regular position. Employees may draw from sick and vacation to supplement the 2/3 pay. Select Vac or Sic from paid time off drop down on your CHILDLAVE position timecard.

What to do when Paid Expanded FML is exhausted:

Option 1: Apply for NYS Unemployment Compensation (No longer job-protected leave)

Option 2: Draw from Sick and Vacation Time (No longer job-protected leave)

Option 3: ONLY if you are caring for a family member who is diagnosed/suffering from COVID-19: Apply for NYS PFL

Option 4: ONLY if you are diagnosed/suffering from COVID-19: Apply for Short-Term Disability through Guardian