



ELMIRA COLLEGE

OFFICE OF HUMAN RESOURCES

March 26, 2020

Dear Employees,

On March 18, 2020 the Families First Coronavirus Response Act (FFCRA) was signed into law. The FFCRA provides paid sick leave and expanded family and medical leave to those impacted by COVID-19.

The FFCRA goes in to effect April 1, 2020. The paid leave entitlements are up to two weeks of paid sick leave based on the higher of employee's regular rate of pay, or the applicable state or Federal minimum wage.

The FFCRA currently has six qualifying reasons for leave related to COVID-19. In all cases, the employee must be unable to work, including unable to telework. The qualifying reasons are as follows:

1. Employee is subject to Federal, State, or local quarantine or isolation order
2. Employee has been advised by a health care provider to self-quarantine
3. Employee is experiencing COVID-19 symptoms and seeking a medical diagnosis
4. Employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
5. Employee is caring for his or her child whose school or place of care is closed (or child care provider is unavailable)
6. Employee is experiencing any other substantially-similar condition specified by the US Department of Health and Human Services

In compliance with the FFCRA, and requirement to inform all employees of their rights under the Act, the Families First Coronavirus Response Act Employee Rights poster has been attached to this email. Please share with employees within your division who may not have regular access to email. The Employee Rights further explains the FFCRA benefits and eligibility. If you qualify for paid leave or expanded family medical leave, please contact the Office of Human Resources.

A list of Paid Leave and other options for absences due to COVID-19 is attached. Please contact the Office of Human Resources, 607-735-1810 or hr@elmira.edu, with any questions.

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