



Guidance Regarding USM Policy on Family and Medical Leave as Temporarily Adjusted by the Families First Coronavirus Response Act

April 20, 2020

The Families First Coronavirus Response Act (FFCRA), effective April 2, 2020 through December 31, 2020, provides eligible employees with additional emergency sick leave (EPSL) and emergency family and medical leave (EFML) benefits to be used for certain circumstances related to covid-19.

EFML may be available for up to twelve weeks when the employee cannot work or telework because they need to care for their child whose elementary or secondary school or place of care is closed, or whose daycare provider is unavailable, due to a covid-19 public health emergency. USM Temporary Guidance Regarding Faculty, Staff and Graduate Assistant Workplace Assignments, Telework and Absences Due to COVID-19-Related Events states that sick leave and advanced sick leave provided for under Board of Regents policies may be used in these circumstances.

The first two weeks (80 hours) of EFML are unpaid; however, the employee *may choose to* use EPSL or any appropriate accrued or acquired paid leave available to the employee, such as sick, annual or personal leave, concurrently with the EFML.

After the first 80 hours of EFML, employees will be required to use, concurrently with the EFML, any appropriate accrued or acquired paid leave available to them under USM or institution policies. This requirement is consistent with provisions of USM VII-7.50 – Policy on Family and Medical Leave for Nonexempt and Exempt Staff Employees and USM II – 2.31- Policy on Family and Medical Leave for Faculty. Once all appropriate accrued or acquired paid leave is exhausted, the employee will be paid at the rate specified under the FFCRA for the remainder of the EFML period.