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COVID-19 Guidance

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Working Remotely During Covid

UMS Workplace Policies and Guidance regarding COVID-19

As the University of Maine System continues to monitor the local, national, and worldwide incidence of the coronavirus and the illness it causes, COVID-19, faculty and staff members are encouraged to work remotely to the maximum extent feasible. Extensive further guidance is provided below.

Potential Additional Policy Changes

If public health conditions worsen, the University of Maine System's policies may be further adjusted. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or UMS priorities for pay continuity. Faculty and staff will be notified as necessary of such changes and should also check the [Health Advisory page for the University of Maine System](#) for updates.

Questions may be directed to your [Employee Benefits Center](#) at 207-973-3373 and/or your campus Human Resources Office.

Workers at Higher Risk: Employees who are at increased risk for complications from COVID-19 are urged to consult their healthcare provider about steps they can take to protect their health. These may include requesting a temporary change in job location, hours, assignment or duties, or implementation of additional protective measures to reduce exposure to others or chances of becoming infected. Please consult your supervisor to explore your work-from-home options. Supervisors are encouraged to work with their Human Resources Partners for guidance.

Detailed guidance follows below.

Families First Coronavirus Response Act, (FFCRA) Information

For regular employees, COVID sick leave that was awarded on March 15 is still available to you through April 4, 2020. We also want to make you aware of additional benefits that may apply to you. As we hope you can appreciate state and federal legislation and the overall COVID-19 situation is evolving very rapidly. In addition to this FFCRA notice, we plan to have additional pay and benefit guidance available to you on April 2 which will be applicable for April 5 and beyond.

Under the FFCRA, eligible employees are entitled to the following benefits:

Emergency Paid Sick Leave:

An employee is eligible for emergency paid sick leave ("EPSL") if the employee is unable to work or to telework because the employee:

- is subject to a federal, state, or local quarantine or isolation order related to COVID-19*;
- has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms;
- needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms;
- has to care for or assist an individual who is under self-quarantine or is subject to a quarantine order for COVID-19; or
- is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.

*The Maine "Stay Healthy at Home" Directive is not equivalent to a quarantine or isolation order.

Full-time employees may receive up to eighty (80) hours of EPSL. Part-time employees are eligible for a number of hours equal to the number of hours they work, on average, over a two-week period. Subject to certain maximums, EPSL is paid at the employee's regular pay for leave taken on the basis of the employee's own condition. For employees using EPSL to care for an individual or for childcare reasons, as described above, EPSL is paid at a rate that is equal to two-thirds of the employee's regular pay.

Emergency Family Medical Leave:

An employee who has worked for at least thirty (30) days is eligible for up to twelve (12) weeks of Job-Protected Emergency Family Medical Leave ("EFML") if the employee is unable to work (or telework) due to a need to care for a dependent child under 18 years of age if the child's school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency.

The first ten (10) days of EFML are paid at two-thirds of the employee's usual pay based on the employee's regular work schedule, up to \$200 per day as EPSL. The remaining ten (10) weeks of EFML will be paid at two-thirds of the employee's usual pay based on the employee's regular work schedule, up to \$200 per day.

To document the specific leaves provided for under FFCRA, your Payroll and Benefits Teams are developing new time reporting codes for use in MaineStreet and will be entering and approving the appropriate codes for each employee who requests this particular FFCRA leave. Information and leave request forms will be available online soon at <https://mycampus.maine.edu/group/mycampus/family-leave-policies>.

For more information, please view the [U.S. Department of Labor's poster](#) featuring details about paid leave available under the FFCRA. If you have questions, contact your Employee Benefits Center at benefits@maine.edu or 207-973-3373.

With gratitude for your continued dedication to the University of Maine System,
Chris Lindstrom, Co-Interim CHRO, Human Resources
Tracy Elliott, Co-Interim CHRO, Human Resources

(Last reviewed/updated: 04/02/2020)

- UMS Wellness Program – COVID-19 Level 1 Incentive Adjustment Update - March 27, 2020 +
- Self-Certification Checklist For Telecommuters – Remote Work +
- UMS Cigna Health Plan COVID-19 - Important Prescription Information +

(Last reviewed/updated: 03/19/2020)

