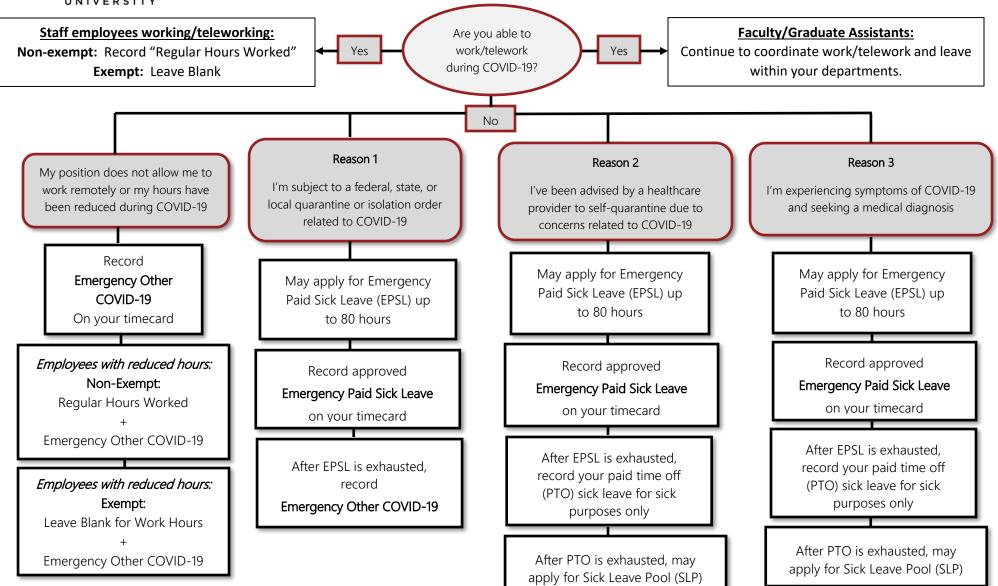
TEXAS WOMAN'S

TIME REPORTING DURING COVID-19

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)
Expanded Family Medical Leave Act (EFMLA)
Emergency Paid Sick Leave (EPSL)

Effective April 1, 2020



Note: Employees are eligible for EPSL upon their first date of employment. EPSL is not paid out upon separation of employment.



TIME REPORTING DURING COVID-19

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)
Expanded Family Medical Leave Act (EFMLA)
Emergency Paid Sick Leave (EPSL)

Effective April 1, 2020

Are you able to work/telework during COVID-19?

No

Reason 4*

I'm caring for someone subject to a quarantine/isolation order (**Reason 1**) or someone who has been told to self-quarantine by a health care provider. (**Reason 2**)

May apply for Emergency Paid Sick Leave (EPSL) up to 80 hours at 2/3 pay.

Other 1/3 will be covered as emergency pay

Record approved

Emergency Paid Sick Leave: Hours Worked x 2/3 = EPSL

Hours Worked x 1/3 = Emergency Other COVID-19

After EPSL is exhausted:

If Reason 1: Emergency Other COVID-19

If Reason 2: Record PTO sick leave

Reason 5

I'm caring for my child and their place of care has been closed, or the childcare provider is unavailable due to COVID-19 precautions

May apply for Emergency Paid Sick Leave (EPSL) – up to 80 hours at 2/3 pay. Other 1/3 will be covered as emergency pay

Record approved Emergency Paid Sick Leave:

Hours worked x 2/3 = EPSL Hours worked x 1/3 = Emergency Other COVID-19 Must be employed at least 30 days

After EPSL is exhausted, Record

May be eligible for

Expanded Family

Medical Leave Act

(EFMLA) for an

additional 10 weeks at

2/3 pay

approved Expanded Family
Medical Leave Act on your
timecard as follows:

- 1. **EFMLA**: 2/3 of workday for 10 weeks.
- 2. Your paid time off (PTO): 1/3 of workday. May not use sick leave.

Reason 6**

I'm experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor.

May apply for Emergency Paid Sick Leave (EPSL) up to 80 hours at 2/3 pay.

Other 1/3 will be covered as emergency pay

Record approved

Emergency Paid Sick Leave
on timecard

After EPSL is exhausted, record your paid time off (PTO) sick leave for sick purposes only

^{*}Reason 4 examples: An employee's immediate family member, a person who regularly resides in the employee's home, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for them in a quarantine situation

^{**}Reason 6: This reason has not been determined at this time by the Department of Health and Human Services or the DOL.