Families First Coronavirus Response Act (FFCRA):
How to Apply for Emergency Paid Leave & Submit Your Time

Emergency Paid Sick Leave 100%

The section of the FFCRA titled ‘Emergency Paid Sick Leave’ requires employers to provide up to 80 hours (pro-rated for part-time workers) of paid sick time for employees at 100% of regular pay who are unable to telework because:

1. They are subject to a government quarantine or isolation due to COVID-19 (NOTE: Lamar University, as a state institution, is exempt from local government orders.)
2. Have been advised by a healthcare provider to self-quarantine due to COVID-19
3. Are experiencing the symptoms of COVID-19 and are seeking a diagnosis

If you are unable to work due any of the above conditions, please obtain a notice from your physician and provide a copy to your supervisor and the LU Human Resources office.

To submit your time:
- If you are a biweekly employee, enter your hours on your timesheet as FFCRA Sick 100%.
- If you are paid monthly, enter your hours on your leave report as FFCRA Sick 100%.

Emergency Paid Sick Leave 2/3

The section of the FFCRA titled ‘Emergency Paid Sick Leave’ requires employers to provide up to 80 hours (pro-rated for part-time workers) of paid sick time for employees at 2/3 of regular pay who are unable to telework because:

1. Are caring for an individual subject to or advised to quarantine or isolate
2. Are caring for a child whose school or childcare is closed or unavailable due to COVID-19
3. Are experiencing substantially similar conditions as those specified by the Secretary of Health and Human Services in consultation with the Secretaries of Labor and Treasury

If you are unable to work due any of the above conditions, please contact your supervisor and notify the Human Resources office.

To submit your time:
- If you are a biweekly employee, enter your hours on your timesheet as FFCRA 2/3.
- If you are paid monthly, enter your hours on your leave report as FFCRA 2/3.
- If you are a biweekly employee and wish to use your Sick or Vacation Leave to cover the additional 1/3 of pay, then enter an additional 2.67 hours of either Sick or Vacation Leave on your timesheet for each day.
- If you are paid monthly and wish to use your Sick or Vacation Leave to cover the additional 1/3 of pay, then enter an additional 2.67 hours of either Sick or Vacation Leave on your Leave Report for each day.

Questions? Contact LU Human Resources at 409-880-8375.
Emergency Expanded FMLA

The section of the FFCRA titled “Emergency Family and Medical Leave Expansion Act” requires employers to provide employees who have been on the payroll for 30 calendar days up to 12 weeks of job-protected leave as established under the Family and Medical Leave Act (FMLA) for an employee who 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. After a ten-day waiting period, this leave is paid at a rate of 2/3 regular pay up to $200 daily and $12,000 total.

To request expanded FMLA, please provide to Human Resources:

- The name of your child;
- A copy of the notice from the name of the school, place of care, or childcare provider that has closed or become unavailable; and
- A statement that no other suitable person is available to care for your child.

Questions? Contact LU Human Resources at 409-880-8375.