COVID-19 Related Leave Benefits

Emergency Leave Benefits under the Families First Coronavirus Response
The following two benefits are available to qualifying employees in TEAMS, USPS, faculty and all OPS (including students) classifications.

**Emergency Paid Sick Leave** (not just for people who are sick)
- **What:** 80 hours of paid leave for full-time employees – pro-rated for part-time employees
- **When:** To be taken between March 24 and December 31, 2020
- **How:** Continuous or Sporadic
- **Eligibility:** Employees unable to work or telework because they are:
  1. Subject to quarantine or isolation order related to COVID-19
     a. Those unable to work due to the University’s reduction of operations on campus
     b. Those who meet the criteria of the State Surgeon General Public Health Advisory (persons over 65; persons that have a serious underlying medical condition)
  2. Advised by health care provider to self-quarantine
  3. Experiencing COVID-19 symptoms and seeking medical diagnosis
  4. Caring for an individual who is subject to an order described in 1) or 2)
  5. Caring for their child (under 18) whose school or place of care is closed due to COVID-19
  6. Experiencing any other substantially-similar condition specified by the US Department of Health and Human Services
- **Process:** I you want to request this leave, discuss it with your supervisor; enter your time in PS as you would any leave using the ESD unique code. You do not have to exhaust your regular sick leave to use this leave.

If you are uncertain whether you are eligible or have questions, contact Tina Litchfield or Bonnie Smith. For more information you can (re)view the Libraries’ HR Presentation and Q&A.

**Emergency Family Medical Leave Extension Act (EFMLEA)**
This leave is exclusively for employees who are caring for a child(ren) under 18.
- **What:** 12 weeks of leave – 2 unpaid and 10 paid at 2/3 pay (up to $200/day) – you can supplement with your personal leave or Emergency Paid Sick Leave
- **When:** To be taken between April 1 and December 31, 2020
- **How:** Continuous or Sporadic
- **Eligibility:** Employees unable to work or telework because they:
  1. Are caring for their child (under 18) if the child’s school or place of care has been closed or the child’s care provider is unavailable due to COVID-19, and
  2. Have been a UF employee for at least 30 days, and
  3. Have not exhausted your annual FMLA entitlement of 480 hours
- **Process:** I you want to request this leave, discuss it with your supervisor; complete the online form (myUFL > Main Menu > Self Service > Benefits > E-FMLA Request); Libraries’ HR enters ePAF; enter your time in PS as you would any leave using the following codes: **EFM** (2/3 pay); **EFS** (supplements 2/3 pay with sick); **EFV** (supplements 2/3 pay with vacation). Helpful calculators at: Guidance on Taking Leave – bottom of page

To check FMLA leave balance:
- Employee tool: myUFL > Main Menu > My Self Service > Benefits > UF FMLA Calculation
- Supervisor tool: myUFL > Main Menu > Manager Self Service > Time Management > UF FMLA Calculation

If you are uncertain whether you are eligible or have questions, contact Tina Litchfield or Bonnie Smith. For more information you can (re)view the Libraries’ HR Presentation.

**Other Leave Options**
COVID-19 Related Leave Benefits

**Personal Sick and Vacation Leave**
You can use your accrued sick and vacation leave for any reason related to COVID-19. As always, sick and vacation leave should be discussed with your supervisor.

**UF COVID-19 Leave Donation Plan**
The University of Florida established a COVID-19 Leave Donation Plan in response to the developing global COVID-19 pandemic. Employees across the University donated their personally accrued leave into this UF-sponsored leave pool for use by other employees who have been adversely affected by this emergency and have exhausted all of their personally accrued leave. An employee is adversely affected if the disaster has caused severe hardship to the employee or their immediate family members and requires the employee to be absent from work.

- **What:** Up to 80 hours of leave per request – pro-rated for part-time employees
- **How:** Continuous or Sporadic
- **Eligibility:** Leave accruing appointment; have exhausted all personal leave, sick and vacation
- **Process:** Discuss with your supervisor; complete the online form [Request for Leave Donation Form](#)

For additional information on these leave options refer to the UF HR website dedicated to [Working through COVID-19](#).