

Memorandum

To: All Employees
From: Division of Human Resources
Date: April 7, 2020
Subject: Update to the FFCRA: Emergency Family Medical Leave

The U.S. Congress recently enacted the Families First Coronavirus Response Act (FFCRA). The FFCRA contains two new paid leave provisions to provide support to employees due to the COVID-19 pandemic, the Emergency Paid Sick Leave (E-PSL) Act and the Emergency Family and Medical Leave (E-FML) Expansion Act.

On Monday, you received information regarding [New Paid Leave Options](#) available to support eligible employees as provided by FFCRA. Today, we are providing guidance on UNM's implementation of the FFCRA Emergency Family Medical Leave Expansion.

Effective April 1 – December 31, 2020, eligible UNM staff, faculty, and student employees, except as excluded below, who are unable to work or telecommute because they are caring for a child under the age of 18 whose school or place of care has closed due to COVID-19, are eligible for up to 10 weeks of paid leave under the E-FML, pro-rated by FTE and average hours worked.

The FFCRA allows post-secondary educational institutions offering healthcare instruction and healthcare services to broadly exclude health care providers, emergency responders, and other employees that support its mission from coverage under the Act. Given the essential educational and clinical missions of the HSC during the COVID-19 pandemic, UNM has determined that UNM employees working at the HSC and others in critical campus operations¹ will only be eligible for the E-PSL and will not be eligible for coverage under the E-FML. However, supervisors in areas with employees not eligible for E-FML are encouraged to provide all employees with maximum flexibility during this difficult time period and to allow use of accrued sick and annual leave where appropriate. We deeply appreciate the critical work of these employees and encourage them to follow-up on child care opportunities provided through the state at various local facilities within the city if necessary. Further details will be provided to interested employees in the coming days.

Employees approved for E-FML are required to take annual leave concurrently; after available annual leave is exhausted, employees are entitled to pay at 2/3 their regular rate, up to a max of \$25 per hour, for up to a grand total of 10 weeks of combined AL and E-FML (total of 400 hours, pro-rated by FTE and average hours worked). For detailed information on eligibility requirements and benefits, please visit <https://hr.unm.edu/cv19/ffcra>.

To request Emergency Paid Sick Leave and/or Emergency Family and Medical Leave, please visit <https://hr.unm.edu/cv19/ffcra>. If you have questions regarding your eligibility for paid leave as provided by FFCRA, contact HR Client Services at clientsv@unm.edu (Staff), the Office of Faculty Affairs and Services at faculty@unm.edu (Main and Branch Campus Faculty), the HSC Office of Faculty Contracts at HSC-HSCFO@salud.unm.edu (HSC Faculty), the SOM Faculty Affairs Office at som-facultyaffairs@salud.unm.edu (SOM Faculty), the Student Employment Office at stuemp@unm.edu (Students), or Graduate Studies at assistantships@unm.edu (Graduate Assistantships).

FFCRA Poster: As an employer, UNM is required by law to provide this information to employees. Typically, employment law posters must be posted in a conspicuous area; however, we are making this available electronically during UNM's limited operations period. Managers who continue to report to work in Tier 1, must post this information in Tier 1 work areas.

¹ Employees of UNMPD, SHAC, SRS, and all other emergency management, public works and utilities employees, regardless of their duty station, are excluded from coverage under the Emergency Family and Medical Leave Expansion Act.