

Memorandum

To: All UNM and UNM HSC Employees: Faculty, Staff and Students
From: Division of Human Resources
Date: April 6, 2020
Subject: New Paid Leave Options Under FFCRA

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.

The E-PSL Act provisions allow for up to two weeks of paid leave, pro-rated based on FTE and average hours worked, for personal illness or to care for loved ones who are ill.

Specifically, the leave is available to any UNM or UNM HSC employee meeting one or more of the criteria:

1. Are subject to a quarantine/isolation order related to COVID-19
2. Have been advised by a health care provider to self-quarantine due to COVID-19
3. Are experiencing symptoms of COVID-19
4. Are caring for an individual subject to quarantine or isolation
5. Are caring for a child whose school or place of care is closed
6. Are experiencing any other, substantially similar situation

To continue supporting employees and ensuring access to paid leave as necessary, the E-SPL will replace UNM's previously offered Conditional Paid Leave.

Effective April 1 – December 31, 2020, all UNM, including UNM HSC, staff, faculty, and student employees, regardless of employment type, who meet one or more of the criteria listed above are eligible for up to two weeks of paid leave, pro-rated based on FTE and average hours worked. An employee who has taken Conditional Paid Leave prior to April 1 is still eligible to receive two weeks of E-PSL on or after April 1, provided the eligibility criteria outlined above are met.

To request E-PSL or for more information, please visit <https://hr.unm.edu/cv19/ffcra>. If you have questions regarding your eligibility 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), HSC Faculty Contracts at HSC-HSCFO@salud.unm.edu (HSC Faculty), the Student Employment Office at stuemp@unm.edu (Students), or Graduate Studies at assistantships@unm.edu (Graduate Assistantships).

The FFCRA also includes a provision for E-FML providing up to 10 weeks of paid leave under FMLA for specific employees meeting certain criteria because they are caring for a child under the age of 18 whose school or place of care has closed due to COVID-19. Additional information regarding eligible employees and the procedures to request E-FML will be announced soon.