



From the Desk of the Director: FFCRA Policy Update

Dear colleagues,

We understand that employees whose children's schools are closed for in-person learning or operating under a hybrid schedule may need additional flexibility.

If teleworking is not an option, we want to remind you that the federal Families First Coronavirus Response Act (FFCRA) provides additional **emergency paid sick leave** and **expanded family and medical leave** through December 31, 2020. Employees may discharge this leave for reasons related to COVID-19, including having to care for a child whose school building or place of care is closed, that are outlined in State's FFCRA policy.

Together, emergency paid sick leave and expanded family and medical leave provide employees who need to care for their child up to 12 weeks of leave at two-thirds of their regular rate up to \$200 per day. To ensure these employees have the resources they need, we have extended through December 31, 2020 the provision in the State's FFCRA policy that allows employees discharging leave under the FFCRA to use accrued paid leave (sick, vacation, personal, etc.) to make up the additional one-third of pay.

Please review the attached policy and the Frequently Asked Questions for more guidance about how and when emergency paid sick leave and emergency family and medical leave can be discharged.

An eligible employee who wants to discharge leave available under the FFCRA must notify their supervisor of the request and submit the attached FFCRA fillable form to their Human Resources Disability Management Unit (DMU) representative, along with required documentation.

Upon receipt of the completed FFCRA form and documentation, the employee will be informed by DMU whether the request for leave has been approved or denied, and whether additional information or clarification is needed.

Thank you for all that you do.

Sincerely,

A handwritten signature in blue ink that reads "B Smiley". The signature is written in a cursive style with a large, stylized "B" and "S".

Brett Smiley

Director

R.I. Department of Administration