



# Division of Human Resources

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Kyle A. Adamonis, SHRM-CP, Executive Director/Personnel Administrator

Dear colleagues,

With the State's Families First Coronavirus Response Act (FFCRA) [Policy](#) in effect, we want to take an opportunity to share with you how to fill out your time sheet if you are approved by the Human Resources Disability Management Unit to take leave pursuant to the FFCRA.

First, requests to discharge leave under the Emergency Paid Sick Leave Act and the Emergency Family Medical Leave Expansion Act, which are both parts of the FFCRA, must be made using the [FFCRA Request Form](#). You must submit a completed form to the [Disability Management Unit](#) with the required documentation described in the policy.

If your request is approved, you should indicate in the appropriate place on your time sheet which of the following FFCRA leave options you are discharging by entering the appropriate code:

- **CF** – FFCRA COVID Full Pay;
- **CP** – FFCRA COVID Partial Pay (2/3 of your regular pay rate); or
- **CX** – FMLA Expanded Partial Pay (2/3 of your regular pay rate).

Remember, when you fill out the FFCRA Request Form and indicate that you are requesting leave for a reason that includes partial pay (codes CP or CX), you can elect to use accrued paid leave to cover the additional 1/3 of your regular pay rate so that you receive your full biweekly pay.

If you make that election on the form and it is approved, you must make a notation under the "Comments" column on your time sheet for days you are discharging leave under the FFCRA. The notation must state "Supplement Wages" along with the type of accrued leave you are discharging, such as "Supplement Wages – Sick," or "Supplement Wages – Personal."

In case it is helpful, I have attached an additional resource from the U.S. Department of Labor and Training that outlines your rights and benefits under the FFCRA.

If you have any questions about discharging leave under the FFCRA, please email [DOA.HRContact@hr.ri.gov](mailto:DOA.HRContact@hr.ri.gov). For questions regarding your timesheet, please contact your [HR payroll representative](#).

Sincerely,

Kyle A. Adamonis

Executive Director of Human Services/Personnel Administrator

RI Department of Administration