

Concerning FFCRA & Your Leave Options

We sincerely thank you for your dedication and efforts during this challenging time. Without the invaluable service that you provide to our patients, guests and employees, we could not properly operate and maintain the outstanding patient, guest and employee service and care that we are obligated to provide to our community.

By law we are required to post this notice of employee rights under the recently-enacted law called the Families First Coronavirus Response Act, or FFCRA. We certainly want you to know and be aware of this law. However, to ensure there is no confusion due to the posting of this notice, **we also want to make sure you are aware that health care providers may be exempt from this law.**

Pursuant to the FFCRA, “health care providers”, including employees of UI Health Hospital and Clinics and Mile Square Health Center, may not be entitled to take leave under the FFCRA. Based on the important and essential services that you provide to our patients, guests, employees, and community, we have determined that our employees are exempt. **While you will be exempt from the leave provided under the FFCRA, we want to take this opportunity to remind you of the leave options that are available to you for time off related to COVID-19.**

Category	Status	Paid Time	Comments/Questions
Employees required to be on campus to perform job duties	Able to work on campus	Regular work hours	
	Unable to work on campus (childcare, underlying health condition, etc.)	Use appropriate and available benefit time: Vacation, sick, FLH, etc.	When benefit time is exhausted, a special leave request is submitted for Excused Absence with Pay (EAP)
	Quarantined by UHS (confirmed COVID-19, symptoms of COVID-19, travel, close contact, etc.)	Excused Absence with Pay (EAP) without loss of benefit leave time	Requires UHS documentation of quarantine.
	Sick (not COVID-19 related)	Sick leave	If no sick leave, use of other benefit time or approved no pay.
Employees who can perform job duties off campus (leader approved Telework assignments)	Able to work on or off campus	Regular work hours	
	Quarantined by UHS but able to telework		Requires UHS documentation of quarantine.
	Unable to work off campus (no internet / technology or childcare, underlying health condition, etc.)	Use appropriate and available benefit time: Vacation, sick, FLH, etc.	When benefit time is exhausted, a special leave request is submitted for Excused Absence with Pay (EAP)
	Sick (not COVID-19 related)	Sick leave	If no sick leave, use of other benefit time or approved no pay.
Employees who are unable to perform job duties off campus.	Employees directed not to report to campus.	Excused Absence with Pay (EAP) without loss of benefit leave time	
	Sick (not COVID-19 related)	Sick leave	If no sick leave, use of other benefit time or approved no pay.
Other circumstances	Case by case review by HR and leadership.		

Note: For UHS-directed self-quarantine: Your time off will be covered in full pay as Excused Absences with Pay (“EAP”) and without the use of your own benefit time.

If UHS receives or issues a report that you have tested positive for COVID-19, you may be eligible for Workers’ Compensation. Your first 14 days of absence will be paid by EAP without use of your benefit time. Beginning day 15, you may be transitioned to being paid at 66.67% by WC benefits. (You will be contacted by Workers’ Comp and invited to submit an incident report in order for payments to begin effective on the 15th day through your date cleared to return to work.)

If you are approved for other time off related to COVID-19 but have exhausted the associated benefit time, you may request to use EAP to remain in pay status. Approval to use this paid time off is subject to review and supervisor input/discretion according to operational needs, the option/ability/inability to telework, and balanced with the needs of the unit and other similarly situated team members.

To request COVID-19 Special Leave Excused Absence with Pay (EAP): Go to the UI Health intranet home page. Find the COVID-19 Resources “tile” and click to open. On the left side of the page, there is a “button” labeled “Related Links.” Click on that button, and you will see a list of COVID-19 Resources. Under the heading “UI Health Human Resources” is the link to application. The link is called “COVID-19 Special Leave Request Excused Absence with Pay (EAP).” Click that link, complete and submit your request. (Use of Chrome or Safari browser is required.)

Thank you again for all that you do as an essential part of UI Health.