



Families First Coronavirus Response Act (FFCRA)/American Rescue Plan Act (ARPA):

Earn Codes, Leave Code, Leave Reasons, and Reason Code

University of Illinois

***Interim DRAFT* 09/16/2020**

ARPA Updated 7/29/2021

Earn Codes

CO1- COV19100 - COVID19 SICK LEAVE 100%

CO2 - COV1967 - COVID19 SICK LEAVE 66.67%

CO3 - COV19FML - COVID19 EXPANDED FMLA 66.67%

EAO - Excused Absence w/Pay

Leave Code

- Leave code –ERSL
- Short description ERSickLv
- Long description –Emergency Sick Leave

PZAELOA – Leave Reasons

E1 Emergency Sick Leave Employee

Qualifying Reason for E1:

1. Employee isolation order
2. Employee HCP self-quarantine
3. Employee seeking a diagnosis
4. Obtaining a COVID-19 vaccination
5. Recovering from any injury, disability, illness, or condition related to the vaccination
6. Seeking or awaiting the results of a diagnostic test or medical diagnosis for COVID-19, or the employer has requested such a test or diagnosis;

- 10 business days, paid at 100% of hourly rate
- Employees utilizing Emergency Sick Leave E1 at 100% hourly rate (**EARN CODE CO1**), may qualify for 10 additional weeks of FMLA if they meet the FMLA eligibility

requirements. If approved, the remaining 10 weeks of FMLA would be unpaid unless the employee chooses to use their accrued leave benefits which would be paid at 100% hourly rate.

E2 Emergency Sick Leave Other

Qualifying Reason for E2:

7. Employee caring for individual for a or b above
 8. Employee caring child because school/day care closed
- 10 business days, paid at 2/3 of hourly rate (**EARN CODE CO2**)

E3 Emergency Sick Lv EE Other

Qualifying Reason for E3:

9. Employee is experiencing any other substantially similar condition as specified by the Secretary of Health
 - *ERSL leave Reason 9 from 7/29/2021 to expiration 9/30/2021
 - **This code should not be used for leaves prior to 7/29/2021.**
 - 10 business days and paid at 2/3 of hourly rate (**EARN CODE CO2**)
 - Employees utilizing Emergency Sick Leave E3 at 2/3 hourly rate, may qualify for 12 additional weeks of FMLA if they meet the FMLA eligibility requirements (E4 on Day 11). If approved, the remaining 12 weeks of FMLA would be 2/3 pay unless the employee chooses to be unpaid or use their accrued leave benefits which would be paid at 100% hourly rate. Employee cannot supplement the 2/3 pay.

E4 Emergency FMLA

Qualifying Reason for E4:

- **UPDATE ARPA** – Reasons 1 to 8 (4/1/2021 – 9/30/2021) and Reason 9 (7/29/2021 – 9/30/2021) qualify for Emergency FMLA.
 - 10 business days of Emergency Sick Leave does not count toward the FMLA entitlement and paid at 2/3 of hourly rate.
 - Employees receive a fresh 10 day allotment of Emergency Sick Leave beginning 4/1/2021.
 - Emergency sick leave does not deplete the employees sick leave balance or accruals.
 - 12 weeks of FMLA begins on Day 11 at 2/3 of hourly rate (**EARN CODE CO3**)
 - E4 is utilized on Day 11 if any of the ARPA reasons qualify and/or result in a FMLA event at 2/3 pay.

- Or, the employee can choose to be unpaid or use accrued leave benefits which would be paid at 100% hourly rate. Employee cannot supplement the 2/3 pay.
- FMLA hours granted are dependent upon employee's FMLA Event Year and would share hours with other active event(s).
- Employee must meet FMLA eligibility requirements

PEAFMLA – Reason Code

PL – Pandemic Leave

- Use for Expanded FMLA tracking (E4)
- Use for Emergency Sick Leave when it's used as the first 10 days of Expanded FMLA leave (E2); do not use for sick leave alone (E1 or E2 not part of Expanded FMLA, or when it's FMLA leave: serious health condition of the employee or qualifying family member)
- Use only through 12/31/20 (when FFCRA leave expires)

Contact your University or System Office HR Office with Questions

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