

A MESSAGE FROM **HUMAN RESOURCES**

Dear UI Health,

We again 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 proud 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 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.

Under recent revisions to FFCRA, some UI Health employees may now be eligible for Emergency Paid Sick Leave (“ERSL”) and Expanded Family and Medical Leave (“Expanded FML”) through December 31, 2020, if they are unable to work or telework because of COVID-19-related reasons

and meet the qualifying criteria. According to the Department of Labor (DOL):

“The Department revises the definition of ‘health care provider’ under § 825.30(c)(1) to mean employees who are health care providers under 29 CFR 825.102 and 825.125,[3] and other employees who are employed to provide diagnostic services, preventive services, treatment services, or other services that are integrated with and necessary to the provision of patient care.”

UI Health employees may submit a request for FFCRA leave to UIH HR (details below) if they believe they are eligible. Determination of eligibility will be made according to an employee’s current job description and evaluated on a case-by-case basis according to whether or not their role at UI Health provides:

- diagnostic services
- preventive services
- treatment services
- other services that are integrated with and necessary to the provision of patient care

To apply for FFCRA Leave, employees should complete the FFCRA Leave Form https://www.hr.uillinois.edu/userfiles/Servers/Server_4208/file/Leave/2020-11_FFCRA_FillableExtended.pdf and submit it to uihloa@uic.edu, fax to 312-355-1548.

Additional information about leave available under the FFCRA can be found on the University’s System Health Services webpage: https://www.hr.uillinois.edu/leave/coronavirus_response_act

Provisions for Qualified Health Care Providers:

To ensure the continued provision of health care services to members of our community, **employees who meet the DOL definition of “health care providers” are not eligible to receive leave under the FFCRA. However, while health care providers are not eligible for leave under FFCRA, they continue to be eligible for alternative leave offered voluntarily by UI Hospital & Clinics in recognition of the essential services delivered by health care providers: Excused Absence with Pay (“EAP”).** The primary use of EAP is for FFCRA exempt employees who are exposed or are infected with COVID-19 while working on campus (**“Campus COVID-19 Quarantine”**). EAP is not available for COVID-19 quarantine related to personal travel in accordance with Federal, State, or Municipal travel order (**“Personal Travel COVID-19 Quarantine”**) or COVID-19 quarantine, exposure, or illness related to home or community-based exposure (**“Personal Exposure COVID-19 Quarantine”**).

FFCRA Exempt employees may also be eligible for other leave pursuant to the **Family Medical Leave Act (“FML”)**, the **Illinois Workers’ Compensation Act (“WC”)**, or a **disability benefit under the State Universities Retirement System (“SURS disability”)**. If you are not eligible for FFCRA Leave, are approved for other time off related to COVID-19, and have exhausted your **Personal Benefit Time** (any vacation, sick time, comp time, designated and/or floating holidays), you may request **Special Leave of Absence Excused with Pay (“Special EAP”)** to remain in pay status. Approval to use this paid time off is subject to review according to operational needs and the option/ability/inability to telework. Your request will be considered against the needs of the unit and other similarly situated team members.

Below are the updated leave options available to health care providers for time off related to COVID-19, effective December 10, 2020.

Please note: Employees who are eligible for FFCRA leave are not eligible for alternate leave provisions offered to employees who are exempt from the FFCRA, including EAP.

COVID Related Leave Status For Health Care Providers			
Category	Status	Paid time	Comments
FFCRA-exempt employees (health care providers) 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 personal benefit time; may be subject to supervisor approval. (Alternate remote work assignment may be appropriate)	When personal benefit time is exhausted, may apply for Special EAP
	Quarantined by UHS (confirmed COVID-19, symptoms of COVID-19, close contact) Does not apply to cases of personal travel or	Up to 14 days Excused Absence with Pay (EAP)- without loss of personal benefit time	Requires UHS documentation of quarantine. If absences exceed 14 consecutive days, employee may apply for FML or SURS disability if

	personal quarantine.*		they have not initiated a WC claim.
	*Quarantined by UHS in accordance with Federal, State, Municipal order / recommendations involving personal travel or personal quarantine.	Use personal benefit time (Alternate remote work assignment may be appropriate)	Requires UHS documentation of quarantine. When personal benefit time is exhausted, approved no pay. If absences exceed 3 consecutive days, employee may apply for FML or SURS disability if they have not initiated a WC claim.
	Sick (not COVID-19 related)	Sick leave	If absences exceed 3 consecutive days, employees are advised to apply for FML or SURS disability.
FFCRA-exempt employees (health care providers) who can perform job duties off	Able to work on or off campus	Regular work hours	
	Quarantined by UHS but able to telework		
	Personal Travel COVID-19 Quarantine;	Use personal benefit time	When personal benefit time is exhausted, may

campus (leader approved Telework assignments)	Personal Exposure COVID- 19 Quarantine but unable to work		apply for Special EAP. If absences exceed 3 consecutive days, employee may apply for FML or SURS disability.
	Sick (not COVID- 19 related)	Sick leave	If absences exceed 3 consecutive days, employee may to apply for FML or SURS disability.
FFCRA- exempt employees (health care providers) who are unable to perform job duties off campus and are directed not to report to campus	Telework and on campus reassignment not available	Department may request authorizatio n to use EAP. Reviewed by HR and leadership on a case-by- case basis.	An alternate telework assignment will be made when possible. Employee s must report to an on campus reassignment within 24 hours of notice of the reassignment
Other circumstance s	Case by case review by HR and leadership.		

Employees who have exhausted ERS, EAP or Personal Benefit Time (as applicable) and are not medically cleared to work, may contact UIH HR (uihloa@uic.edu) for instructions to apply for the appropriate medical leave, according to their circumstances.

To request COVID-19 Special Excused Absence with Pay (“Special EAP”):
Go to the UI Health intranet home page: Hover over the “Departments” link and select “HUMAN RESOURCES SERVICES”. From the menu on the left, select “Leave of Absence” under the heading “Employee Relations”. On the right side of the page, you will see the image below. Click on “Click here to submit Request” (Use of Chrome or Safari browser is required.)



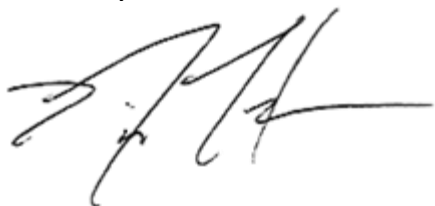
[Click here to submit request.](#)

Use of Chrome or Safari browser required to submit form.

Even though health care providers at the University of Illinois Hospital & Clinics and Mile Square Health Center, along with providers at other hospitals, are exempted from the Families First Coronavirus Response Act, UI Health’s intent is to adhere to the spirit of the act while maintaining staffing for patient care. Leave-of-absence requests related to COVID-19 may be granted under the Excused Absence with Pay (“EAP”) and Special Excused Absence with Pay (“Special EAP”) guidelines as long as the impact does not diminish our ability to provide safe patient care.

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

Sincerely,

A handwritten signature in black ink, appearing to be 'N. Haubach', written in a cursive style.

Nicholas Haubach
Chief Human Resources Officer
University of Illinois Hospital & Clinics



UI Health
Human Resources

