

**SOUTHEAST MISSOURI STATE UNIVERSITY  
COVID19 PAID SICK AND FAMILY LEAVE BENEFITS  
THROUGH MARCH 31, 2021**

On March 18, 2020, the Families First Coronavirus Response Act (FFCRA) was signed into law. Under this law, eligible employees were entitled to emergency paid sick leave and expanded family and medical leave benefits through December 31, 2020. Although the December 27, 2020, pandemic relief bill signed into law did not include an extension of the FFCRA paid sick and family leave provisions, it does provide a refundable payroll tax credit to employers who continue to voluntarily offer paid sick and family leave to their employees through March 31, 2021.

Effective January 1, 2021, through March 31, 2021, the University will continue to provide COVID19 paid sick and family leave benefits to eligible employees. To be eligible for these benefits, employees must be employed as of January 1, 2021, with active assignments and have not exhausted the former FFCRA paid sick and family leave hours entitlement. Eligible employees may receive up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave paid for qualifying reasons below. In addition, eligible employees who have been employed for at least 30 days prior to their leave request may be eligible to receive up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 pay for qualifying reason e) below.

An eligible employee may take COVID19 leave if the employee is unable to work, including unable to telework, because the employee:

- a) is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
- b) has been advised by a health care provider to self-quarantine related to COVID-19;
- c) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- d) is caring for an individual subject to an order described in a) or self-quarantine as described in b);
- e) is caring for his or her minor child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
- f) is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

To apply for these leave benefits, eligible employees must notify Human Resources of their need to take leave as soon as possible. An electronic Emergency Paid Leave and Family Medical Leave form must be completed and accompanied by appropriate documentation and/or information to support the employee's reason(s) for leave. Human Resources will ensure proper payroll time reporting of these leave hours.

Questions should be referred to Human Resources at 651-2206.