

CLARK COUNTY SCHOOL DISTRICT
OPERATIONAL SERVICES UNIT
TECHNOLOGY & INFORMATION SYSTEMS SERVICES DIVISION
USER SUPPORT SERVICES
EMPLOYEE BUSINESS TRAINING DEPARTMENT



*HCM PeopleSoft:
COVID-19 Time/Absence
Procedures (FFCRA)*

Revised: May 15, 2020

What is FFCRA?

Due to COVID-19, the Families First Coronavirus Response Act (or **FFCRA**) was established to provide benefits for employees who experience negative effects from the virus. The legislation provides employer-paid emergency sick leave and expanded FMLA leave to **all** employees. The FFCRA leave provisions are in addition to leave entitlements provided under Clark County School District Negotiated Agreements.

This Act became effective on **April 1, 2020**, and ends on **December 31, 2020**. Since its conception, the Clark County School District has worked diligently within HCM PeopleSoft to ensure that all **Absence, Time & Labor**, and **Payroll** systems can accommodate the types of employee leave outlined in the Act.

Relief provided by the FFCRA provides employees employer-paid emergency sick leave for the following situations:

- An employee contracting the virus;
- An employee taking care of an individual who has contracted the virus; or
- An employee caring for a child because the child's care facility has been closed for public safety.

FFCRA consists of two acts:

- **Emergency Paid Sick Leave Act (EPSLA):**
 - This act is *not* related to FMLA.
 - All CCSD employees are found eligible under EPSLA.
 - Involves a **two (2) workweek** entitlement—**ten (10) work days**.
 - Paid at **100%** rate of pay, **if** the COVID-19 qualifying event involves the employee's health.
 - Paid at two-thirds rate of pay, **if** the COVID-19 qualifying event involves caring for an individual *or* caring for a child due to a closure of the childcare facility.
 - * An employee may choose to supplement one-third of rate of pay to equal 100% earnings with **sick leave**.
 - * An employer may not require the employee to use sick leave; this is the **employee's choice**.
- **Emergency Family and Medical Leave Expansion Act (EFMLEA)**
 - This act *is* related to FMLA.
 - Employees must have been employed for **thirty (30) calendar days** in order to be eligible for EFMLEA.
 - * Just as with FMLA, the **Compliance Office** determines an employee's eligibility for EFMLEA.
 - Involves a **twelve (12) workweek** entitlement.
 - Initial **two (2) workweeks** are **unpaid**; could tie in with EPSLA **if** the employee has not

utilized it yet.

* **If** an employee utilizes EPSLA, the employee may utilize **available sick leave**.

* **If** an employee previously utilized EPSLA (for a reason other than childcare), they may supplement rate of pay by utilizing:

- Available vacation leave;
- Available comp leave;
- Available personal leave; *or*
- No Pay / No PERS.

○ Available sick leave **cannot** be used to supplement rate of pay.

- Remaining **ten (10) workweeks** are paid at **two-thirds** rate of pay.

* The District will require the employee to utilize available/applicable leave when on 10 workweeks of paid EFMLEA.

* The employee *must* utilize:

- Available vacation leave;
- Available comp leave; *or*
- Available personal leave.

○ Available sick leave **cannot** be used to supplement rate of pay.

○ Once all available/applicable leave balances are depleted, the employee's one-third of FMLA leave is **without pay**.

For any additional information regarding FFCRA, please see the **memo and flyer** attached to this document.

Entering COVID-19 Absence Requests

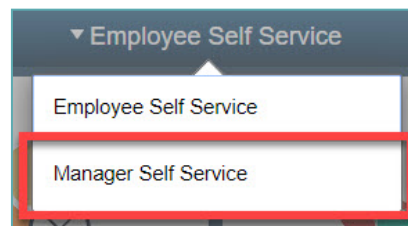
COVID-19-related Absence Requests cannot be submitted in the HCM system (by or on behalf of an employee) until **MSS Level 1 Reviewer**, **MSS Level 2 Approver**, or **Timekeeper** determines that the employee is eligible for the type of leave being requested.

Just as with other types of Absence Requests in HCM, MSS users and Timekeepers have the ability to submit Absence Requests on behalf of the employees on their site. Employees should **not** enter their own COVID-19-related Absence Requests because they cannot determine themselves to be "eligible" for FFCRA. The Compliance Office should be contacted if/when an employee is attempting to use EFMLEA.

For **MSS Users (Level 1 Reviewers or Level 2 Approvers)** to do this:

1. Log into **hcm.ccsd.net** using **Active Directory (AD)** credentials.

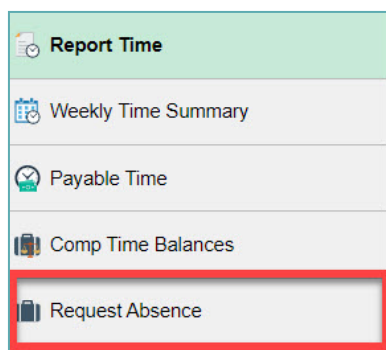
2. Click the menu drop-down at the top of the page and select **Manager Self Service**.



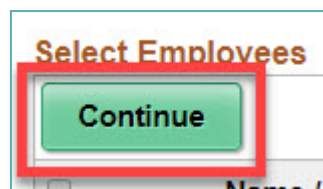
3. Click the **Team Time/Absence** tile.



4. Select **Request Absence** from the menu on the left.

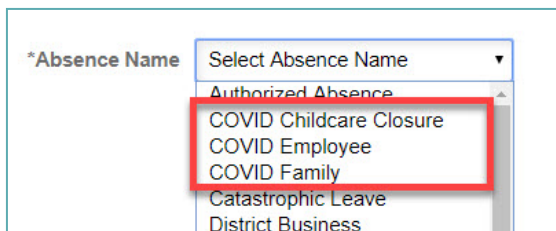


5. Select the desired employee from the available list and click **Continue**.

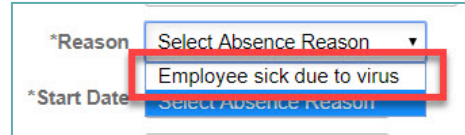


6. The **Request Absence** form displays. From the ***Absence Name** drop-down menu, choose the desired Absence Name:

- **COVID Childcare Closure;**
- **COVID Employee;** or
- **COVID Family.**

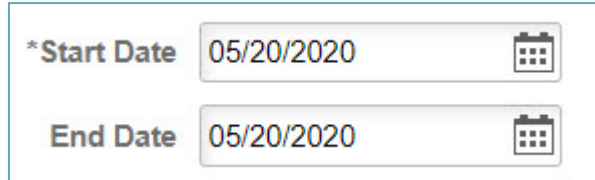


7. Select the appropriate choice from the ***Reason** drop-down menu. (See explanation in [What is FFCRA?](#) section for more information on appropriate Absence Reasons.)



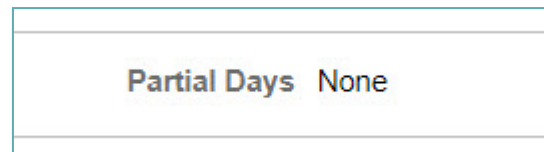
*Reason Select Absence Reason
Employee sick due to virus
*Start Date Select Absence Reason

8. Enter the desired **Start and End Date(s)**.



*Start Date 05/20/2020
End Date 05/20/2020

9. If any days within the absence range are *partial*, click the **Partial Days** area to establish which days are partial (All Days, Start and End Days, etc.).

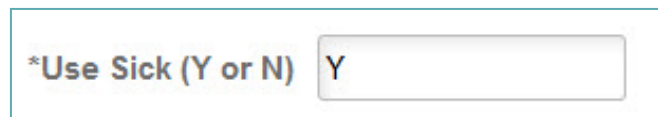


Partial Days None

10. The next step in the Absence Request process depends on the Absence Name that was chosen:

A) If COVID Employee was selected, proceed to **Step 11**.

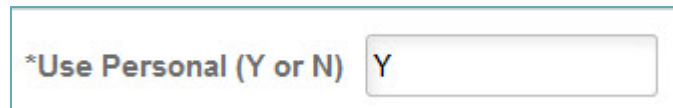
B) If COVID Family was selected, the employee may choose to supplement rate of pay using **sick leave**. If the employee wishes to supplement rate of pay, enter **Y** in the ***Use Sick (Y or N)** field that appears.



*Use Sick (Y or N) Y

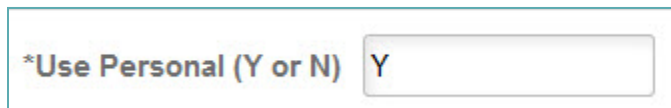
C) If COVID Childcare Closure was selected, the employee must choose **personal leave** or **vacation leave** to supplement rate of pay.

* If the employee is *Licensed* (i.e. a Teacher), then they may *only* utilize **personal leave**. This can be accomplished by entering **Y** in the ***Use Personal (Y or N)** field that appears.



*Use Personal (Y or N) Y

* If the employee is *Administrative* (i.e. a Principal or Director), *Support Professional* (i.e. an Office Specialist II or a Custodian), or School Police, then they may use **personal leave** or **vacation leave** (depending on the types of leave balance they have accrued). This can be accomplished by entering **Y** in either the ***Use Personal (Y or N)** field (if personal leave is chosen) or in the ***Use Vacation (Y or N)** field (if vacation leave is chosen).

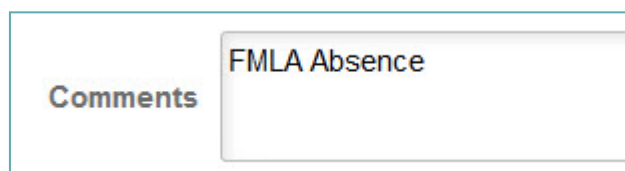


*Use Personal (Y or N) Y



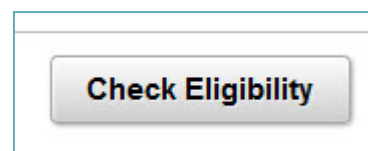
*Use Vacation (Y or N) Y

11. Enter **"FMLA Absence"** in the **Comments** box *only if* the absence is due to childcare facility closure. Otherwise, the Comments box may be left blank.



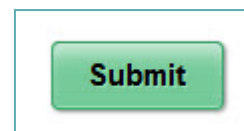
Comments FMLA Absence

12. Click **Check Eligibility**. (Note: Even though COVID-19-related leave is not "accrued" into a balance like other leave types, the Check Eligibility process is *still required*. If Check Eligibility is not run, an error message will appear upon clicking the Submit button.)



Check Eligibility

13. After the eligibility check runs successfully, click **Submit**. The Absence Request will now follow the standard route of approval (depending on whether it was submitted by a Level 1 Reviewer or Level 2 Approver) before being sent to Payroll for processing.

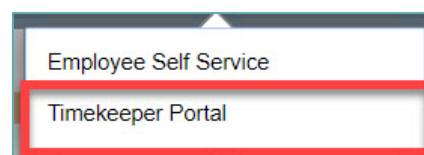


Submit

For **Timekeepers**:

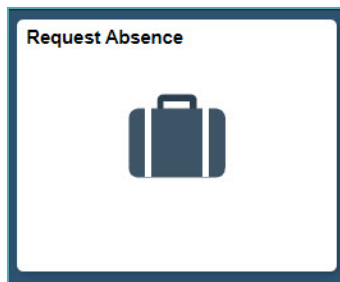
1. Log into **hcm.ccsd.net** using **Active Directory (AD)** credentials.

2. Click the menu drop-down at the top of the page and select **Timekeeper Portal**.



Employee Self Service
Timekeeper Portal

3. Click the **Request Absence** tile.



4. Repeat **Steps 4 through 13** from the previous section on how to enter a COVID-19 Absence Requests in MSS.

Entering Retroactive COVID-19 Absence Requests for Employees

Because the COVID-19-related Absence Names were not available in the HCM system until **Monday, May 11th, 2020**, it will sometimes be necessary for MSS users and/or Timekeepers to enter retroactive Absence Requests on behalf of any site employees that were affected by COVID-19 beforehand.

The steps for entering a retroactive Absence Request are the same as entering any other COVID-19 Absence Request. However, because FFCRA went into effect on **April 1st, 2020**, Absence Requests using a COVID-19-related Absence Name **cannot** be entered for any date prior to April 1st, 2020.

In some instances, it may also be necessary for MSS users or employees to cancel and re-submit COVID-19-related Absence Requests that were **incorrectly** reported. For example, if an employee who contracted COVID-19 submitted an Absence Request in early April (before the COVID-19-related Absence Names were available in the HCM system) and used Sick – Personal, this Request would need to be **cancelled** and re-submitted using the appropriate **COVID Employee** Absence Name. (*Note: Timekeepers cannot complete the cancellation/re-submittal process on behalf of an employee.*) If an employee initiated the incorrect Absence Request, they will require assistance from an MSS user or Timekeeper to re-submit the Request via their own ESS account.

For more information on how to cancel and re-submit an Absence Request, please see the documents [Cancelling and Re-submitting an Absence in ESS](#) (if the Request was initiated by the employee) or [Cancelling and Re-submitting an Absence in MSS](#) (if the Request was initiated by an MSS user) available on the Training website via **Resources > HCM – Human Capital Management**. There is also a [video](#) available to assist with this process.

DATE: April 24, 2020

TO: All CCSD Employees

FROM: Nadine Jones, Chief Human Resources Officer *NJ*

SUBJECT: Families First Coronavirus Response Act (FFCRA)

Recently, President Trump signed the Families First Coronavirus Response Act (FFCRA) into law. The legislation provides employer-paid emergency sick leave and expanded FMLA leave to all employees. The FFCRA leave provisions are in addition to leave entitlements provided under Clark County School District Negotiated Agreements. These enhancements are effective April 1, 2020, through December 31, 2020.

Relief provided by the FFCRA provides employees employer-paid emergency sick leave for the following situations:

Families First Coronavirus Response Act (FFCRA)	Who/Situation	Reason	Leave Pay	Duration
Employer-Paid Emergency Sick Leave	Self (Employee)	Subject to quarantine or seeking a medical diagnosis due to COVID-19 symptoms.	100% *	Two Workweeks
	Caring for an individual	Subject to quarantine due to COVID-19.	Two-thirds of the employee's regular rate of pay.*	Two Workweeks
	Caring for a child	Child's school or childcare facility is closed due to COVID-19.	Two-thirds of the employee's regular rate of pay.*	Two Workweeks
Expanded FMLA Leave	Caring for a child	Child's school or childcare facility is closed due to COVID-19.	Two-thirds of the employee's regular rate of pay.*	Additional Ten Workweeks

*Subject to daily and aggregate caps.

If utilizing employee-paid emergency sick leave that is paid at two-thirds of the employee's regular rate of pay, employees may choose to supplement the employer-paid emergency sick leave with one-third of accrued sick leave.

If utilizing expanded FMLA leave, the leave must be supplemented with accrued leave, not to include sick leave. This Act does not provide additional FMLA leave to employees that previously exhausted their entitlement for a different qualifying reason.

For additional information regarding the FFCRA, please see the attached Department of Labor notification.

To request more information or to apply for any of the FFCRA leave provisions, please contact the FMLA Office at 702-799-5325 or email fmla.loa@nv.ccsd.net. Additional instructions on administrator's responsibility regarding these leaves will be communicated in the coming weeks.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20