

## Q&A as of 3/26

### Essential Personnel

Q: Are we generating letters for all expanded essential personnel?

A: No. UFHR will generate a communication.

Q: Will this UF Remote Work file be closed from update at any time?

A: No

Q: Does necessary for business continuity qualify a position as essential? (those words are used in the non-essential)?

A: Yes

Q: Will you identify what type of essential the employee is in the letter?

A: Yes

Q: Will UFHR share the letters prior to sending to employees?

A: Yes, once available

Q: Can each college do their own communications?

A: Yes

Q: We still have students on campus, residing on campus. How are staff being distinguished as allowed/not allowed to be on campus?

A: Employees must be listed as Essential in the UF Remote Work File. Additionally, in order to have access to campus, employees must have their UFID Card with them and displayed at all times.

## Emergency Paid Sick Leave

Q: Is Emergency Paid Sick Leave the same as the 10-week FMLA leave or the 80 hours leave?

A: Emergency Paid Sick Leave is 10 days leave (pro-rated based on FTE). The additional 10-week FMLA is Expanded Family and Medical Leave Under the Families First Coronavirus Response Act.

Q: When are employees eligible for the Emergency Paid Sick Leave?

A: Once an employee has reached 30 days of employment, they are eligible.

Q: What if an employee cannot work because there is not enough work for them since they are home and not essential?

A: They would qualify for the Emergency paid sick leave

Q: If an employee is out on medical leave, not due to COVID-19, are they eligible for the Emergency Paid Sick Leave?

A: No

Q: Would someone who cannot work because of lack of internet be eligible for the Emergency Paid Sick Leave even if they do not have any of the other qualifying reasons?

A: No. If the employee has been deemed campus-essential, then they can either work from their normal location. Otherwise, an employee who has permission to work from home, but cannot due to technical constraints, could use personally accrued leave.

Q: Can an employee currently on sick leave, not COVID-19 related, use this leave?

A: No

Q: What about employees who have jobs that do maintenance on campus? They cannot work so are they eligible for the Emergency Paid Sick Leave?

A: Yes, because they are unable to work or telework

Q: If an employee cannot telework a full 8 hours per day, can they use Emergency Paid Sick Leave intermittently?

A: Yes – they would enter their regular hours and the ESD TRC

Q: Would it be fair to say that the only people who can't get the leave are those who refuse to work but have no reason to refuse? i.e. they have internet, they have work, they have the computer capabilities, they are healthy. They just want to use the leave because it's there.

A: Yes

Q: For tracking purposes and for supervisor approval, should the employee state can't work and note COVID-19 and/or Daycare/School challenges?

A: Yes

Q: If an employee is already on leave, and their health care provider has advised them to self-quarantine due to concerns related to COVID-19 and their existing medical condition, are they eligible for the Emergency Paid Sick Leave?

A: Yes

Q: Will the Emergency Paid Sick Leave have a new Time Reporting Code?

A: Yes. The new code is Emergency Leave Used - ESD

Q: Are all employee types eligible for the Emergency Paid Sick Leave?

A: This applies to all paid employees except for those paid as OPS lump sum.

Q: For part-time employees (including OPS and Federal Work Study) how do we calculate their eligible hours for the Emergency Paid Sick Leave?

A: Calculate the average hours worked between January 1, 2020 – March 13, 2020.

Q: Union Question - "Do personnel that are still working getting 80 hours get of some type of leave due to the fact that so many people are going to be given 80 hours of leave from HR."

A: If you can work or telework, you would not get the 80 hours

Q: I know of at least one employee in my college whose daycare is officially still open but she has elected to not take her children at this time, out of an abundance of caution. Would she (and others) still qualify for the two leave options?

A: Is she able to telework? If so, she would not get the leave.

Q: If an employee is a student stipend, not a lump sum, but receives a biweekly stipend, are they eligible for the Emergency Paid Sick Leave?

A: Student Assistants with bi-weekly pay are employees and would be eligible if they met the conditions under the law.

Q: Does the Emergency Paid Sick Leave apply to a healthcare worker who can't telework who has a child at home?

A: We are still discussing how we will handle healthcare workers