

Families First Coronavirus Response Act (FFCRA)

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



All active employees including return retirees that are employed with the district for at least 30 days are eligible for FFCRA paid sick leave. Board members and PC members (3YYX and 3PYX) are not eligible.

Please refer to the following Policy Bulletin on the Resources and Forms page of the Risk Management & Insurance Services website under the Integrated Disability Management (IDM) Branch, Absence Management Unit, and Protected Leaves & Absences (PLA) Section for more details regarding Emergency Paid Sick Leave Act (EPSL) and Emergency Family and Medical Leave Expansion Act (FMLA+) under the Families First Coronavirus Response Act (FFCRA).

- [BUL - 093900.0 Families First Coronavirus Response Act](#)

The applicable FFCRA, Illness and Non-Illness absence certification forms can be found on the Payroll Administration website under Payroll Forms or by selecting the following link:

- Absence Certification Forms <http://achieve.lausd.net/page/1083>

This job aid provides step by step instructions on how to report the Absence/Attendance types, **EPSL (Emergency Paid Self Leave)**, **EPFL (Emergency Paid Family Leave)**, **FMSL (FMLA FFCRA Leave)**, and **FMUP (FMLA FFCRA Unpaid)** for eligible classified and certificated employees.

Please Note:

- **EPSL, EPFL, FMSL and FMUP time are protected absences.**
- Employee is entitled up to a total of **10 days of EPSL and EPFL.**
- Employee is entitled up to a total of **10 weeks of FMSL.**
- Time keepers must be in receipt of a completed Form No. FFCRA.01, Form No. 60.ILL or Form No. 60.NON-ILL, prior to time entry.
- Maximum usage per day is equal to the assignment hours.
- To supplement the hours of **EPFL and FMSL**, employees may use protected absences **PN, KC, VA**, if they have enough balances, **SBTM** if available **or FMUP.**
- If **FMUP** is used it will behave the same as unpaid time.
- **EPSL, EPFL, FMSL and FMUP** hours can be reported on basis days (scheduled workdays) and **ZEPSL, ZEPFL, ZFMSL and ZFMUP** on Z-days (summer assignment only).
- **EPSL, EPFL, FMSL, and FMUP** hours will only be processed during scheduled payroll runs.
- **EPSL, EPFL, FMSL, and FMUP** hours must be reported and approved by the cut-off dates per the payroll calendars for Certificated (CE), Classified (CL), and Semi-Monthly (SM).
- **Time keepers may not report EPSL, EPFL, FMSL, or FMUP for Board members and PC members.**

Use the following instructions to time report FFCRA absences. The instructions begin from the **Time Sheet: Data Entry View**.

The cost center will default to your assigned profile.

1. From the Drop-Down, select the appropriate Data Entry Profile.

Note: In this example, we are using Data Entry Profile AA-HRS-1 and Key date 6/23/2020

2. Enter Personnel Number.
3. Key date will “Default” to Current Date. Change if necessary.
4. Select Enter Times.

The screenshot shows the 'Time Sheet: Initial Screen' interface. It has four sections with red callouts: 1. 'Data Entry Profile' dropdown set to 'AA-HRS-1' with callout '1. Select Data Entry Profile: AA-HRS-1'. 2. 'Personnel Number' text box with callout '2. Enter Personnel Number'. 3. 'Key date' text box set to '06/23/2020' with callout '3. Change the Key date if necessary'. 4. A pencil icon in the top left with callout '4. Select Enter Times'.

The Time Sheet: Data Entry View will display. Update the time sheet as needed.

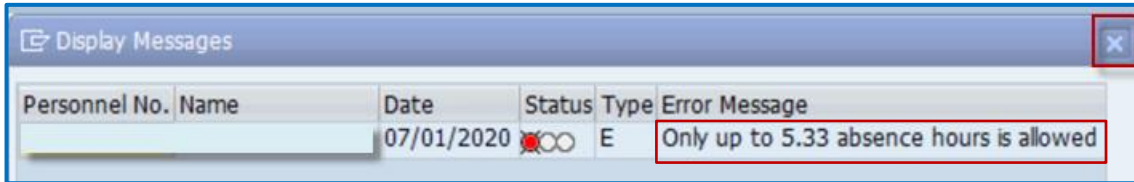
5. Click on the match code then select the A/A Type.
6. Enter the hours, then press enter to validate.

The screenshot shows the 'Time Sheet: Data Entry View' interface. It displays employee details: Person ID, Job (24101340), Pay Spec II / Pa, Assignment Hrs. (8.00), WS rule (GA_08), TM status (9), Payroll area (SM), Personnel area (1DXX), Pers. sub, DWS (8, 8, 8, OFF, OFF, 8, 8), Personnel Number, and Cost Center (1057401). The Data Entry Period is 07/01/2020 - 07/15/2020. Below is a table with columns: LT, A/A Type, W..., MU, P., 07/01, 07/02, 07/03, 07/04, 07/05, 07/06. A row is highlighted with 'EPFL' in the A/A Type column and a pencil icon in the MU column.

LT	A/A Type	W...	MU	P.	07/01	07/02	07/03	07/04	07/05	07/06
			H		8.00	8.00	0.00	0.00	0.00	8.00
			H		0.00	0.00	0.00	0.00	0.00	0.00
	EPFL				8					

The following example depicts the additional steps required when reporting EPFL and FMSL. For EPSL and FMUP proceed to steps 11 and 12.

7. **EPFL** and **FMSL** should be reported for 2/3 of the employee's daily assigned hours. An error message will display showing the 2/3 prorated hours. Take note of the new hours. Then close the error message.



8. Change the reported hours to the 2/3 prorated hours that was displayed in the error message.

Data Entry Area												
LT	A/AType	W...	MU	P..	07/01	07/02	07/03	07/04	07/05	07/06	07/07	
⌚			H		8.00	8.00	0.00	0.00	0.00	8.00	8.00	
Σ			H		5.33	0.00	0.00	0.00	0.00	0.00	0.00	
	EPFL		H		5.33							

9. EPFL can be supplemented at 1/3 of the employee's daily assigned hours with **PN**, **KC**, **VA** or **SBTM**.

Data Entry Area												
LT	A/...	W...	MU	P..	07/01	07/02	07/03	07/04	07/05	07/06	07/07	
⌚			H		8.00	8.00	0.00	0.00	0.00	8.00	8.00	
Σ			H		8.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EPFL		H		5.33							
	KC		H		2.67							

Note: The assigned hours – 2/3 prorated hours = 1/3 supplemental hours (Ex: 8 – 5.33 = 2.67)

10. If the employee elects not to supplement the hours with benefited time or has exhausted PN, KC, VA and SBTM, then **FMUP** must be reported.

Data Entry Area												
LT	A/...	W...	MU	P..	07/01	07/02	07/03	07/04	07/05	07/06	07/07	
⌚			H		8.00	8.00	0.00	0.00	0.00	8.00	8.00	
Σ			H		8.00	0.00	0.00	0.00	0.00	0.00	0.00	
	EPFL		H		5.33							
	FMUP		H		2.67							

11. Enter the funding line, if needed.

Data Entry Area																				Rec. Cctr	RecFund	Rec.FuncAr
LT	A/AType	W...	MU	P..	07/01	07/02	07/03	07/04	07/05	07/06	07/07	07/08	07/09	07/10	07/11	07/12	07/13	07/14	07/15			
			H		8.00	8.00	0.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00				
			H		5.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	EPFL		H		5.33																	
	FMUP				2.67																	

12. Click Save.



Authorized FFCRA Absence Codes

Absence Code	Description
EPSL	Emergency Paid Self Leave
EPFL	Emergency Pd Family Leave
FMSL	FMLA FFCRA Leave
FMUP	FMLA+ FFCRA Unpaid
ZEPSL	Z-Emergency Pd Self Leave
ZEPFL	Z-Emergency Pd Family Lv
ZFMSL	Z-FMLA+ FFCRA Leave
ZFMUP	Z-FMLA+ FFCRA Unpaid