

### **Families First Coronavirus Response Act Leave Tracking Spreadsheet Instructions**

The Families First Coronavirus Response Act (FFCRA) provides two leave types for employees affected by COVID-19: Expanded Family and Medical Leave Act (EFMLA) and Emergency Paid Sick Leave (EPSL). The SCEIS system is currently being updated to allow agencies to enter these leave types and complete other required associated actions. Until these system updates are completed agencies will be required to manually track use of these leave types. To assist agencies with this the Division of State Human Resources (DSHR) has created a tracking spreadsheet for use from April 1, 2020 through April 20, 2020, the date the updates to SCEIS are expected to be completed. Instructions to complete the tracking spreadsheet are provided below. Prior to completing the tracking spreadsheet, the guidance previously provided by DSHR should be reviewed. This guidance is available on the [admin.sc.gov](http://admin.sc.gov) website.

To request EFMLA and EPSL leave the employee must submit the agency specific form requesting this leave and any required supporting documentation. The leave requests should be evaluated based on the applicable rules to determine if the leave request should be approved. If the leave request is approved the tracking spreadsheet should be updated as described below.

The spreadsheet includes three tabs.

- **Tracking – FTE, TL, TG:** used to track leave for employees in FTE (including part-time FTE positions), time limited, and temporary grant positions.
- **Tracking – Temp EEs:** used to track leave for employees in temporary positions.
- **Leave Type Definitions:** provides brief descriptions of each leave type. Full definitions can be found in the guidance provided by DSHR.

#### **To complete the “Tracking – FTE, TL, TG” spreadsheet:**

1. Enter the employee’s SCEIS Perner or Employee ID.
2. Enter the number of hours the employee is taking for each EFMLA and EPSL leave type under the appropriate date. The “Definitions” tab provides an explanation of when each leave type should be used.



3. If the employee is using EFMLA or a ESPL for a leave reason that results in leave being paid at less than their normal rate of pay either because the leave type is limited to 2/3 of the employee's rate of pay or because of the daily or aggregate cap applies, the employee may take other types of available leave (e.g. annual or sick leave) to augment their salary so that they receive their normal rate of pay.

**EFMLA/ EPSL and Supplemental Leave:** If the employee indicates they want to take supplemental leave in conjunction with EPSL on EFMLA indicate the leave type they will take by entering "x" in the appropriate cell (i.e. sick leave, annual leave, compensatory time and holiday compensatory time) under the appropriate date. The actual amount of supplemental leave that will be needed to ensure the employee receives the full regular rate of pay will vary from employee to employee and will be calculated when the leave is loaded into SCEIS. If an employee does not want to use supplemental leave, place an "x" on the LWOP row. If LWOP is selected the employee will receive only the pay benefits available under the FCCRA for the dates indicated.

If the employee wants to use multiple types of supplemental leave, the order in which the leave should be applied must be indicated by placing a number in the corresponding cell with the "x". For example, if an employee wants to take EPSL for reason four (which is paid at 2/3 of the regular rate of pay up to the daily cap) and supplement this leave with sick leave and then annual leave (assuming the employee does not have sufficient sick leave to fully augment their salary) enter "1x" in the sick leave row and "2x" in the annual leave row.

4. The yellow cells in the spreadsheet will calculate totals of each type of leave and the yellow cells at the top of the spreadsheet will calculate the total amount of EFMLA and EPSL leave used. These totals should be monitored to ensure the employee does not use more EFMLA and EPSL leave than is available to them.

5. Employees should be advised that the leave numbers entered in the spreadsheet are tentative and may have to be updated when the official leave information is loaded into SCEIS.

**To complete the “Tracking Temp EEs” spreadsheet:**

1. Enter the employee’s SCEIS Perner or Employee ID.
2. Enter the number of hours the employee is taking for each EFMLA and EPSL leave type under the appropriate date. The “Definitions” tab provides an explanation of when each leave type should be used.

Since temporary employees do not earn leave, they cannot use additional leave types to augment their pay. Temporary employees may, however, use EFMLA and EPSL concurrently for the initial period of unpaid EFMLA. The employee may also use EPSL concurrently with EFMLA leave after they have received the maximum paid leave available under the EFMLA. If the employee is using these leave types concurrently place the number of hours in the row labeled “EFMLA/EPSSL 5 TmpHrly.”

3. Employees should be advised that the leave numbers entered in the spreadsheet are tentative and may have to be updated when the official leave information is loaded into SCEIS.