



MEMORANDUM

TO: Pastors and Location Administrators for DOV Parishes and Schools
FROM: Melissa Salinas, Diocesan Director of Human Resources
RE: Families First Coronavirus Response Act (FFCRA) Overview
DATE: Tuesday, September 15, 2020

Leave under the Families First Coronavirus Response Act

The Families First Coronavirus Response Act (FFCRA) created two types of paid emergency leave for impacted employees – Public Health Emergency Leave (Emergency Family and Medical Leave Expansion Act, EFMLEA) and Emergency Paid Sick Leave (EPSL). Below are the comparisons of the two types of leave and their key provisions. An employee may qualify for the leave from 09/15/2020 to 12/31/2020.

Table with 3 columns: Category, Public Health Emergency Leave, and Emergency Paid Sick Leave. Rows include Effective Date, Applicable Employer, Eligible Employee, Excluded Employees, Qualifying Reason(s), Length of Leave, and Pay during leave.

An employee may only qualify for the leave if they are unable to work (on-site) and/or telework (remote) during the requested period/qualifying event.



The Catholic Diocese of Victoria in Texas

Office of Human Resources



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- ❑ The locations must post the Employee Rights FFCRA flyer in a visible, high traffic area that employees may view the paid leave entitlements.
- ❑ If an employee at your parish and/or school qualifies for the leave based on the criteria listed above, they must contact the Diocesan Office of Human Resources to begin the process of submission for the request of leave (separate document) and required documentation.
 - Approval of the leave for the employee will be completed by the Diocesan Office of Human Resources. The approval will be provided directly to the employee and the Diocesan Office of Human Resource staff will communicate with the employee's parish and/or school.
 - Earnings Code will be available in PrimePay for tracking and auditing purposes
 - Pay stubs must be submitted for the Diocesan Office of Human Resources once each payroll is processed for any approved employee on leave through the FFCRA
- ❑ Payroll tax credits available to employers during quarterly reporting if an employee qualified for FFCRA and was paid using the specified FFCRA Earnings Code
 - Example: If the location quarterly payroll tax amount paid under FFCRA was \$30,000 and the location overall quarterly payroll tax amount was \$100,000 then the \$30,000 is credited and the location would only owe \$70,000 for that quarterly reporting period.
- ❑ The location must pay the employee based on the criteria for the qualifying event and for the duration of the leave requirements.
- ❑ When Emergency Paid Sick Leave is for reasons (1), (2), or (3) above, the employee is entitled to 100% of regular rate of pay (capped at \$511.00 per day/\$5,110 aggregate) for up to 80 hours (prorated for part-time employees).
 - An employee may choose to use available paid personal sick leave, vacation leave, personal days, paid time off, extended sick leave based on your location policy to supplement the amount your employee receives from paid sick leave, up to the employee's normal earnings.
- ❑ If an employee qualifies for reason #5, and requires the full 12-weeks under the EFMLEA this also counts towards the traditional FMLA 12-week qualifying event.
 - Example: An employee utilized their full 12-weeks to care for a child due to their school/daycare closed, they would be unable to request another 12-weeks within the rolling 12-month period for a qualifying event through the traditional FMLA.
- ❑ An employee may use intermittent leave if they qualify under reason #5 up to the allowed 12-weeks.
 - Example: The employee and spouse are rotating days to care for the child during the school/daycare closure. The days that the employee works would not be counted towards the 12-weeks of leave.
- ❑ An employee may qualify for reason #5, if their child's school/daycare is open but the class/students are required to quarantine due to exposure.

The intent of this memo is to provide general information related to the FFCRA. This does not include all scenarios that could occur with an employee at your parish and/or school. The Diocesan Office of Human Resources is available to assist you and your employees during this time. As updates and revisions to the FFCRA become available, the details will be shared with the parishes and/or schools.

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