

From: [Davidson, Adam](#)
To: [SO All Employees \(Including Student Workers\)](#)
Subject: Families First Coronavirus Response Act (FFCRA)
Date: Thursday, April 23, 2020 12:42:13 PM

Hello Everyone,

Hope you and your family are doing well. As mentioned during the virtual town hall meeting last week we want everyone to stay safe, but sure do miss seeing everyone on a daily basis. At least we can still see smiling faces as we have technology on our side. Thank you, IT!

We recently provided department heads and absence partners with information regarding the Families First Coronavirus Response Act (FFCRA) and wanted to ensure we provided greater detail to everyone. The FFCRA seeks to assist employees impacted by the COVID-19 pandemic.

Effective through 12/31/2020, the FFCRA requires certain employers including Texas A&M University System members to provide two forms of paid leave to employees who are unable to work, including those who are not able to work remotely, for COVID-19 related reasons.

The two forms of paid leave include: Emergency Paid Sick Leave Act (EPSL) and Emergency Family and Medical Leave Expansion Act (EFMLA). All employees, whether part-time or full-time, who meet the established criteria are eligible for this leave. Please access <https://www.tamus.edu/business/human-resources/formsdocuments/> and review the *Families First Coronavirus Response Act* section to obtain further information and access required forms to request either type of leave. The good folks in Workday Services have created these time off plans in Workday for our use.

Fortunately, paid leave (as outlined by the FFCRA) has been available to leave accruing employees in the form of emergency leave. The Chancellor, in his [3.18.2020](#) guidance letter, encouraged the use of emergency leave due to COVID-19 reasons for employees who could not work remotely.

As we know, the vast majority of employees are working remotely. We continue performing various job functions and serving our customers. Given our remote work capabilities, we have not experienced a great need for emergency leave. However, we need to consider transitioning the use of emergency leave for COVID-19 reasons to the now available leaves under FFCRA if applicable. Similarly, employees working remotely currently not utilizing leave may determine such leave is needed.

You are encouraged to access the FFCRA information and also work with your Absence Partners regarding the need for this leave. However, given the complexities of the FFCRA, please do not hesitate to engage System Offices Human Resources at SystemOfficesEmployment@tamus.edu with any questions concerning the FFCRA. I am also in the office and available to help answer any questions. Just give me a call.

Thank you and stay safe!

Adam

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