

## Impact of Families First Coronavirus Response Act (FFCRA) on Employee Paid Leave

The Department of Labor (DOL) has issued a temporary rule and posted fact sheets, Q&As, posters, and field-assistance bulletins on its website at <https://www.dol.gov/agencies/whd/pandemic> to help covered employers and employees understand the impact of the FFCRA on employee paid leave, effective from April 1, 2020 through December 31, 2020. As public agencies under the Fair Labor Standards Act, all Arizona school districts are “covered employers” under the FFCRA, regardless of the number of employees at the district.

**Chart of accounts classification of leave payments**—Districts should classify any leave payments made in line with the FFCRA as salaries in the appropriate object code for either certified (object codes 6110-6149) or classified (object codes 6150-6199) employees. Districts should also document employee FFCRA leave eligibility and track amounts paid to eligible employees using either detailed codes established in required (e.g., program, function, or object code ranges) or optional account code elements in its accounting records or by using separate logs or spreadsheets.

**Leave coverage**—Districts should review the DOL guidance linked above on the required paid sick leave or expanded family and medical leave for specified reasons related to COVID 19 under the FFCRA. That guidance indicates that coverage exists for:

- *Two weeks (up to 80 hours) of **paid sick leave** at the employee’s regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or*
- *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee’s regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and*
- *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.*

DOL’s website provides additional guidance and numerous Q&As on determining employee eligibility, the qualifying reasons for leave, documentation requirements, and calculating pay rates.

Further guidance, if needed, on income tax and State retirement withholding issues may be provided by the appropriate entities, e.g., IRS and ASRS, etc., and we will provide links and information when possible to do so.