

**University of Nebraska**



## **Request for Leave**

Employees will complete a request for time off under the Families First Coronavirus Response Act and submit any required school/daycare closure certifications as requested, as defined on the campus HR website. Employees should follow their normal campus process for requesting time off and applicable unit process for payroll procedures.

## **Duration of Leave**

A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

## **Calculation of Pay (for qualifying reasons as referenced above)**

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (total over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period, which includes Federal Em.2 ( ) 0.2 (a) -0 (,) 0.2

regular pay versus the maximum amount of Federal Emergency Paid Sick Leave in the following order of applicability and availability:

- ! **NU Emergency Administrative Leave** – employees may use any unused NU Emergency Administrative Leave.
- ! **Crisis Leave** – regular and leave eligible temporary employees will be paid Crisis Leave for any qualifying COVID-19 related reason as defined in FFCRA, up to the amount the employee is eligible for prior to using any other paid leave. These employees are eligible for Crisis Leave from date of hire. Crisis Leave is allocated based on the availability of leave that has been donated to the campus Crisis Leave pool.
- ! **Sick Leave** – eligible employees may use Sick Leave in accordance with current NU Sick Leave policy with the following provisions:
  - ! For COVID-19 absences for qualifying reason (4) related to immediate family, the current policy maximum of five working days does not apply.
  - ! Sick Leave may not be used for caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
- ! **Vacation Leave**
- ! **Floating Holiday/Banked Holidays**
- ! **Compensatory Time Off** (hourly non-exempt employees)
- ! **Advancement** – if an employee exhausts vacation and/or sick leave, advancement of vacation and/or sick leave may be available with unit approval

### **Exhaustion of Federal Emergency Paid Sick Leave**

Employees who exhaust their Federal Emergency Paid Sick Leave and continue to require absence from work may be eligible for the following:

- ! use of an additional 10 weeks of paid time off, according to the Federal Emergency Family and Medical Leave Expansion Act, if the reason is due to caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19.
- ! to request paid time off using eligible NU paid or unpaid leave programs



