The Families First Coronavirus Response Act (FFCRA or Act) that is effective April 1, 2020 – December 31, 2020 expands FMLA only for circumstances in which an employee is unable to work (or telework) due to the need to care for a minor child if the child’s school has been closed or child care is unavailable due to a public health emergency.

12 weeks of job-protected paid FMLA leave will be available for this FMLA instance. The first 10 days may be unpaid or employees may use accrued time off (COVID-19 time off, vacation, emergency, comp time). After 10 days, compensation for the remaining leave will be at 2/3 of the employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work.

An employee who has been working for ISU for at least 30 calendar days would be eligible for FMLA for this qualifying circumstance only. (Graduate Assistants are NOT eligible)

Follow the steps in this Job Aid to request COVID-19 FMLA Leave.

*If you are a student employee, email fmla@iastate.edu to request this FMLA Leave.
1. Navigate to the Absence Application

*The manager, HR/Absence Coordinator and HR Partner can initiate an FMLA request on behalf of an employee. Navigate to the Worker's Absence Calendar and then follow this guide beginning with #3. To get to the Absence Calendar: Navigate to the Worker's Profile > Select Actions (under employee's name) > Hover over Time and Leave > Select Enter Absence

2. Initiate Request Absence
   a. Select the date on the Absence Calendar that will be first date of FMLA (please note, April 1st is the effective date of this FMLA leave type)
   b. Click “1 Day – Request Absence button” in lower left-hand corner
   c. Type COVID and select the **FMLA COVID-19 – Unpaid** leave type
   d. Click Next
The FMLA request has now been submitted to UHR for review for FMLA eligibility.

Note: An employee is eligible for COVID-19 FMLA leave if they have worked at ISU for at least 30 calendar days.

The FMLA absence will show on the absence calendar in gray as it is a pending request, this will turn to green once the FMLA leave has been approved by UHR.
4. Review Documents

Once UHR has reviewed for FMLA eligibility the employee will receive a “review documents” step in the Inbox.

a. Review & Acknowledge the Notice of Eligibility and Responsibilities form

b. Download and complete the FMLA Certification form

c. Once completed upload the FMLA Certification form into the Review Documents Inbox item (where it says Drop files here)

d. Click Submit

The FMLA Certification has now been submitted to UHR to review and determine applicable FMLA parameters.
5. Review Designation Notice

Once UHR has reviewed the FMLA Certification form the employee will receive a notification that the FMLA Designation Notice is Available to review.

a. Navigate to Worker Profile by clicking on your photo in the upper right hand corner

b. Select Overview on the left hand side
c. Select Documents in the upper right to view the Designation Notice that was uploaded by UHR

The Manager and HR/Absence Coordinator will also receive a notification that the FMLA Designation Notice is available to review. They will be able to view the Designation Notice that was uploaded, but will not be able to view the certification information.
6. Enter Time Offs IF employee wishes to do so

The first 10 days of the COVID-19 FMLA may be unpaid or employees may use accrued time off (COVID-19 time off, vacation, emergency, comp time) if they wish to do so, but they are not required to. Time-offs may be entered by the employee, manager or HR/Absence Coordinator, if needed.

   a. Navigate to the Absence Application
   b. Initiate Request Absence

   c. Select the appropriate beginning date on the Absence Calendar
   d. Click “1 Day – Request Absence button” in lower left-hand corner

*Please see the COVID-19 Intermittent FMLA Job Aid for instructions for COVID-19 Intermittent FMLA time offs.*
e. Select applicable Time Off
f. Click Next

g. Adjust “To” Date to appropriate ending date
h. Click Submit

The Time Off request will flow to the manager for approval.
After the 10 days of **COVID-19 FMLA – Unpaid**, UHR will take care of automatically placing an employee on **COVID-19 FMLA – Paid** as applicable. After 10 days the first 10 days of leave, compensation for the remaining leave will be at 2/3 of the employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work.

UHR will also handle returning employee’s from **COVID-19 FMLA – Paid** leave.

For questions regarding this FMLA instance please email [fmla@iastate.edu](mailto:fmla@iastate.edu).