

GENERAL PROCEDURES TO ACCESS

FAMILIES FIRST CORONAVIRUS RESPONSE ACT BENEFITS

Information as of April 17, 2020

As HR and ACTTC implement these processes and procedures, changes and updates may occur if the Department of Labor provides any further clarification of the Act. Additional information on time coding that incorporates the Act's benefits is forthcoming.

To access benefits under the Emergency Paid Sick Leave Act and the EFMLEA:

1. Employees will:

- Complete the County's FFCRA Leave Request Form (The form is available from department payroll clerks, and posted on the [County's Employee Resources website](#).)
- Submit the completed form to your department HR professional or payroll clerk.
- Intermittent use of EFMLEA is subject to agreement between the employee and the department, and the mutually agreed upon schedule. If using EFMLEA on an intermittent basis, submit your application with an email from your supervisor stating that the department has approved an intermittent schedule.
- If unable to electronically sign the form, attach it to an email and state that the email serves as signature and agreement to comply with benefit provisions. (A photo of the completed document will also be accepted.)

2. Department staff will complete:

- Application Status – Work / No Work: If the department has work or telework available for the employee, but the employee is unable to perform the work or telework due to one of the reasons listed on the form, then the employee is eligible for EPSL (Approved). If work is not currently available to the employee, then the employee is not eligible for EPSL (Denied).
- Date of Hire: Enter original date of hire from HRIS.
- Then Department HR Liaison or designee emails the form to ActtcPayrollDivision@sonoma-county.org using the subject line: "FFRCA App_EE Last Name First Initial_Dept Abbreviation". (Example: FFCRA App_Durrell L_HSD).

3. ACTTC staff will enter:

- Average Rate of Regular Pay: Enter the employee's regular County hourly pay rate. If the employee normally works scheduled overtime, ACTTC will calculate the FLSA regular rate of pay to see if it higher than the employee's County pay rate, and will pay the higher rate to the employee.
- P/T & EH Regular Daily Hours: If employee works routinely scheduled hours per day, enter the number of hours. If the employee's hours vary daily/weekly (are irregular), then leave the field blank and ACTTC will do a six month look back and calculate the average hours per day.
- Average Hours per Day: ACTTC will do a six month look back and calculate the average hours per day.

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- **EFMLEA Eligibility:** If employee has checked #5 (childcare), and is eligible for EPSL (work is available, etc.), then the employee will qualify for EFMLEA. This means that they are eligible for 2/3 pay for the number of FMLA hours they have available, up to 480 hours.
 - **FMLA Hours Remaining:** Identify number of hours available to the employee; a maximum of 480 hours can be applied to EFMLEA. (Not 600). If no FMLA hours are available, include the date that hours will be available.
 - ACTTC sends the form to DisabilityUnit@sonoma-county.org.
- 4. Disability Management Analyst will:**
- Review the form, check the FMLA hours, asks questions if needed, and then approve or deny the application based on information provided.
 - Send the completed form to ActtcPayrollDivision@sonoma-county.org, and to the department contact.
- 5. Department will:**
- Send appropriate notices to employee regarding eligibility status for EPSL and/or EFMLEA benefits. FMLA Notice of Rights and Responsibilities document does not need to be sent, but a letter should be provided to the employee regarding their status. For EFMLEA, include the number of FMLA hours available to the employee. If no FMLA hours are currently available due to prior use, note the date that they will again be eligible for FMLA hours. Send copies of the FMLA notifications to DisabilityUnit@sonoma-county.org, and cc the department's disability management analyst.
 - Generate an LOA for EFMLEA with end date "12/31/2020". Note on EFMLEA and the number of available FMLA hours on the LOA in the comments section, then send the LOA to ActtcPayrollDivision@sonoma-county.org and DisabilityUnit@sonoma-county.org.
 - When the employee exhausts EFMLEA/FMLA hours, the benefit ends. Update the LOA with the leave end date, and submit per usual process.
 - In no circumstances will EFMLEA benefits be paid beyond December 31, 2020.