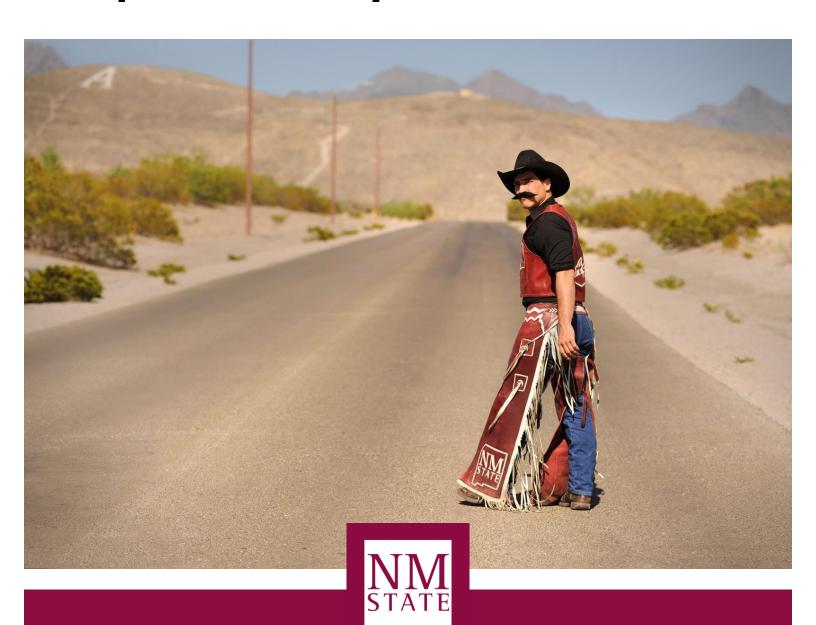
Exempt Employee's Guide for Reporting

Emergency Paid Sick Leave & Expanded Family and Medical Leave



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Abbreviations

EPSL - Emergency Paid Sick Leave

EFMLA - Expanded Family and Medical Leave

FMLA - Family and Medical Leave

Leave Report Keys

ES1 for reasons 1-3

- 1) Employee is subject o Federal. State or Local Quarantine or Isolation order related to COVID-19.
- 2) Employee has been advised by a health care provider to self-quarantine related to COVID-19.
- 3) Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

ES2 for reasons 4-6

- 4) Employee is caring for an individual subject to an order described in (1) or (2).
- 5) Employee is caring for a child whose school or place of care is closed due to COVID-19 reasons.
- 6) Employee is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

EFMLA for reason 5 only

5) Employee is caring for a child whose school or place of care is closed due to COVID-19 reasons

Exempt Employees

Guidelines for reporting leave

Standard Leave Report

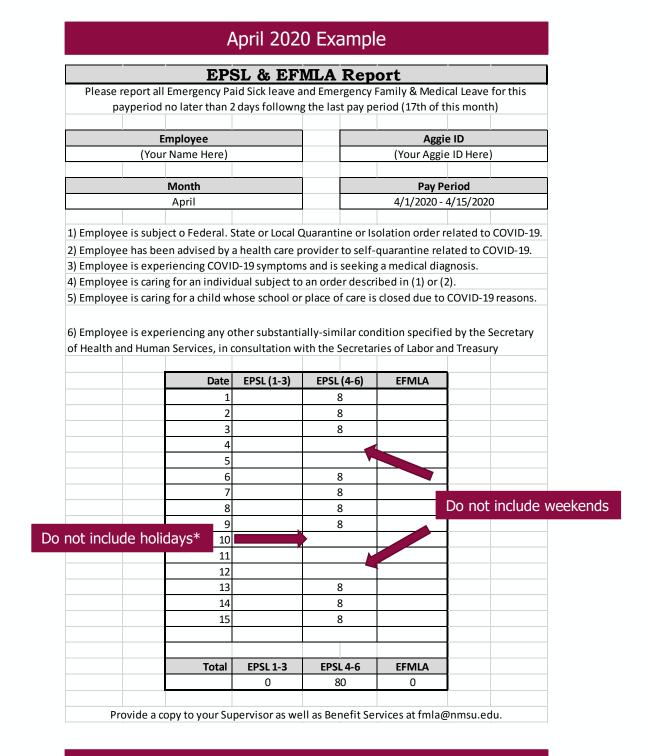
You will continue to report annual and sick on your monthly leave report in my.nmsu.edu.

EPSL & EFMLA Leave Report

Leave reports are due two days after the last day of the pay period.

- Complete the leave report provided to you when you were approved.
 - Enter the hours taken for the pay period for EPSL & EFMLA applicable column.
 - ES1 for EPSL reasons 1-3
 - ES2 for EPSL reasons 4-6
 - EFM for EFMLA reason 5 only.
 - If you have been approved for both EPSL & EFMLA for reason 5, use ES2 for recording the first 10 days while on EFMLA then use EFM for the remainder of your EFMLA leave.
 - If you have been approved for EFMLA for reason 5 and have elected to use annual leave or sick leave for the first 10 days, record EFM beginning day 11.
- Submit the leave report to <u>fmla@nmsu.edu</u> and your supervisor within 2 business days of the close of the pay period (15th or end of month).

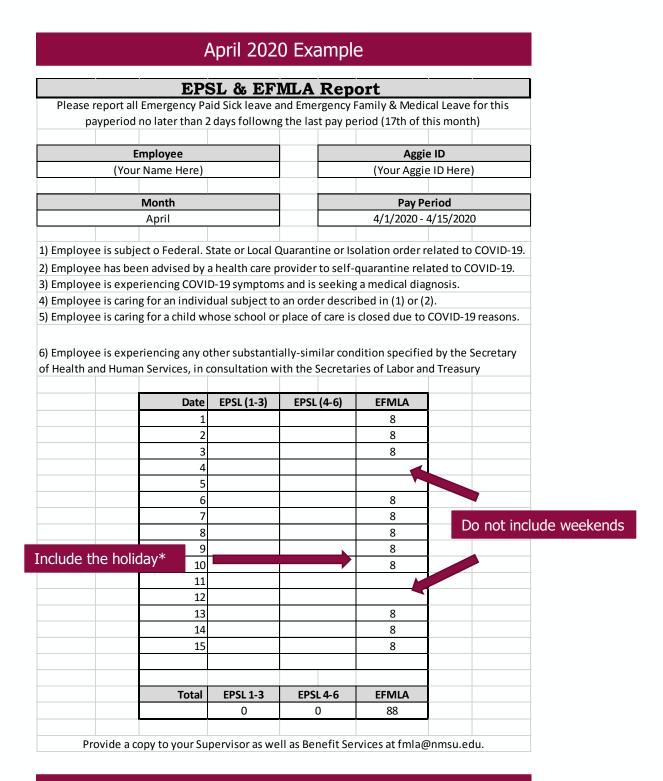
Reporting just Emergency Paid Sick Leave (EPSL)



This would be due on 4/17/2020**

^{*} In this example since you are on paid leave the day prior to the holiday, EPSL is not recorded for the holiday of the 10^{th} , you will receive holiday pay for the 10^{th} . This would not apply if, for example, ESPL began on the 10^{th} and you were on Leave Without Pay on the 9^{th} .

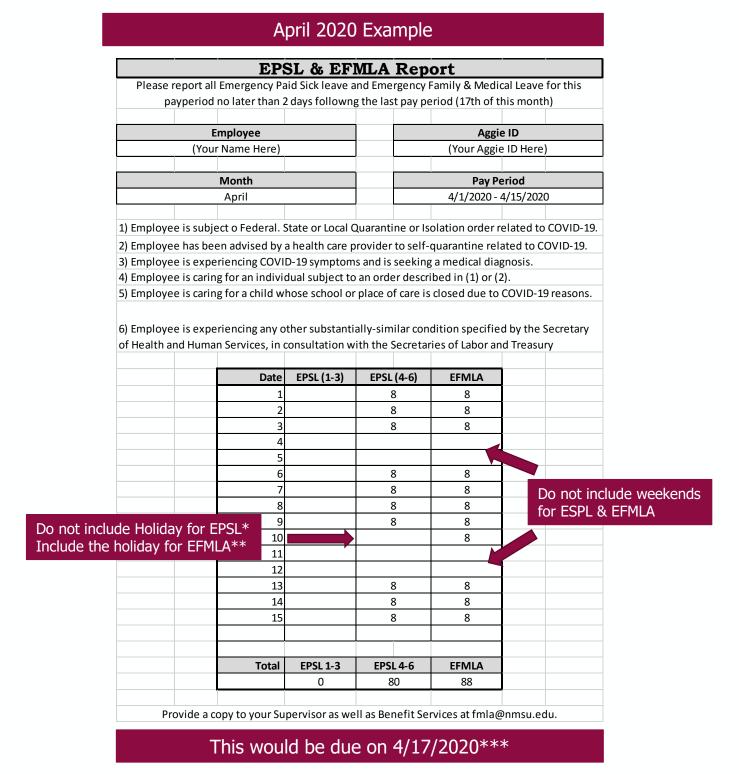
Expanded Family & Medical Leave (EFMLA)



This would be due on 4/17/2020**

*In this example if you are on EFMLA for the whole week and a holiday falls within that week, the holiday is counted as EFMLA (5 days of EFMLA). This would not apply if you were not on EFMLA for the whole week.

Emergency Paid Sick Leave & Expanded FMLA Family & Medical Leave (EFMLA)



^{*} In this example since you are on paid leave the day prior to the holiday, EPSL is not recorded for the holiday of the 10^{th} , you will receive holiday pay for the 10^{th} . This would not apply if, for example, ESPL began on the 10^{th} and you were on Leave Without Pay on the 9^{th} .

^{**}In this example when on EFMLA for the whole week and a holiday falls within that week, the holiday is counted as EFMLA hours (5 days of EFMLA). This would not apply if not on EFMLA for the whole week.

Questions?

For more information about the Families First Coronavirus Response Act (FFCRA) please visit,

https://benefits.nmsu.edu/leaveholidays/paid-leave-ffcra/

or

Please email us at fmla@nmsu.edu



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