

Exempt Employee's Guide for Reporting

Emergency Paid Sick Leave & Expanded Family and Medical Leave



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Table of Content

Exempt Employees

Guidelines for reporting leave Page 3

ESPL & EFMLA Report Examples

Reporting Emergency Paid Sick Leave Page 4

Reporting Expanded Family & Medical Leave Page 5

Reporting Emergency Paid Sick leave &
Expanded Family and Medical Leave Page 6

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 fmla@nmsu.edu 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)

April 2020 Example

EPSL & EFMLA Report

Please report all Emergency Paid Sick leave and Emergency Family & Medical Leave for this payperiod no later than 2 days following the last pay period (17th of this month)

Employee (Your Name Here)	Aggie ID (Your Aggie ID Here)
Month April	Pay Period 4/1/2020 - 4/15/2020

- 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.
- 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

Date	EPSL (1-3)	EPSL (4-6)	EFMLA
1		8	
2		8	
3		8	
4			
5			
6		8	
7		8	
8		8	
9		8	
10			
11			
12			
13		8	
14		8	
15		8	
Total	EPSL 1-3 0	EPSL 4-6 80	EFMLA 0

Do not include holidays*

Do not include weekends

Provide a copy to your Supervisor as well as Benefit Services at fmla@nmsu.edu.

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 10th, you will receive holiday pay for the 10th. This would not apply if, for example, ESPL began on the 10th and you were on Leave Without Pay on the 9th.

Expanded Family & Medical Leave (EFMLA)

April 2020 Example

EPSL & EFMLA Report

Please report all Emergency Paid Sick leave and Emergency Family & Medical Leave for this payperiod no later than 2 days following the last pay period (17th of this month)

Employee (Your Name Here)	Aggie ID (Your Aggie ID Here)
Month April	Pay Period 4/1/2020 - 4/15/2020

- 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.
- 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

Date	EPSL (1-3)	EPSL (4-6)	EFMLA
1			8
2			8
3			8
4			
5			
6			8
7			8
8			8
9			8
10			8
11			
12			
13			8
14			8
15			8
Total	EPSL 1-3	EPSL 4-6	EFMLA
	0	0	88

Include the holiday*

Do not include weekends

Provide a copy to your Supervisor as well as Benefit Services at fmla@nmsu.edu.

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)

April 2020 Example

EPSL & EFMLA Report			
Please report all Emergency Paid Sick leave and Emergency Family & Medical Leave for this payperiod no later than 2 days following the last pay period (17th of this month)			
Employee		Aggie ID	
(Your Name Here)		(Your Aggie ID Here)	
Month		Pay Period	
April		4/1/2020 - 4/15/2020	
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.			
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			
Date	EPSL (1-3)	EPSL (4-6)	EFMLA
1		8	8
2		8	8
3		8	8
4			
5			
6		8	8
7		8	8
8		8	8
9		8	8
10			8
11			
12			
13		8	8
14		8	8
15		8	8
Total	EPSL 1-3	EPSL 4-6	EFMLA
	0	80	88

Do not include Holiday for EPSL*
Include the holiday for EFMLA**

Do not include weekends for ESPL & EFMLA

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 10th, you will receive holiday pay for the 10th. This would not apply if, for example, EPSL began on the 10th and you were on Leave Without Pay on the 9th.

**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/leave-
holidays/paid-leave-ffcra/](https://benefits.nmsu.edu/leave-holidays/paid-leave-ffcra/)**

or

Please email us at fmla@nmsu.edu



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