



## HR Services

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## Tips for Managing Employees on FFCRA – Emergency Paid Sick Leave & Expanded Family Medical Leave

NMSU provides employees with Emergency Paid Sick Leave (EPSL) and Expanded Family and Medical Leave (EFMLA) in accordance with FFCRA for specified reasons related to COVID-19 effective April 1, 2020 through December 31, 2020. NMSU reserves the right to interpret, change, modify, amend, or rescind these guidelines in whole or in part at any time without the consent of employees.

1. Review the FFCRA guidelines very carefully. The guidelines can be found on the NMSU HR website at <https://benefits.nmsu.edu/leave-holidays/paid-leave-ffcra/>.
2. Begin, as soon as possible, preparing for the employee's leave. Do not wait until the last minute to get things in place to cover the employee's work. The stress for you and your employee will be greatly minimized if preparation is started promptly.
3. Remember, eligible employees have a right to take leave under the FFCRA regulations. Therefore, they should not be required to administer their own leave. For example:
  - a. They should not be asked to find a replacement or be responsible for identifying someone to perform their duties while they are out.
  - b. They should not be retaliated against because they have chosen to take the leave (not before, during or after the leave).
  - c. They should not be dissuaded from taking the leave.
  - d. Treat the leave as any other leave in terms of adequately covering the leave. Do not hesitate to ask other employees to perform some of the duties of the employee on leave, as long as they are not unreasonable for that employee's position and the duties are in line with the employee's abilities to perform them successfully.
4. If at all possible, spread out the duties of the employee on leave among two or three employees. Don't over burden one single employee with having to complete his or her job duties and all of the duties of the employee on leave. If workload is high, consider alternatives for assistance in your department. For example, are there temporary options such as other NMSU employees that are unable to work from home that have the skills, abilities, and availability to assist with these duties?

5. Ensure that the employee completes the FCCRA request for leave form. The form can be found on the HR website at <https://benefits.nmsu.edu/leave-holidays/paid-leave-ffcra/>.
6. The reason for the employee's leave should remain confidential even if it is to care for a child or family member.
7. Do not ask the employee to perform work of any kind while they are on leave.
8. When the employee returns to the office, ensure that they are welcomed back in a positive and respectful manner.
9. Do not hesitate to seek assistance from the HR Benefits staff at [fmla@nmsu.edu](mailto:fmla@nmsu.edu).
10. Remember, this is temporary. You will get through this.