

Dan Stevens

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Sent: Wednesday, May 6, 2020 3:48 PM
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Cc: payroll
Subject: Families First Coronavirus Response (FFCRA) - Workflow
Attachments: Families First Coronavirus Response Act (FFCRA) - April 1 2020.docx; Affidavit - Leave under the Families First Coronavirus Response Act - April 1 2020 (2).docx; FFCRA - Department Guideline - May 2020.docx

Good afternoon Elected Officials and Department Heads - The information in this email is from the Auditor's Office & Human Resources. Please share with your staff as appropriate.

For Your Information: SunLife is **NOT** coordinating the Families First Coronavirus Response Act (FFCRA) for Hamilton County employees.

Beginning April 1, 2020, the Families First Coronavirus Response Act (FFCRA) policy was enacted for full and part time employees. See attachment providing this policy.

This federal legislation provides employees paid leave time for qualifying events relevant to COVID-19. Employees wishing to utilize this leave, must complete the attached affidavit.

Full-Time Employees

- Full-time employees shall receive eighty (80) hours of leave under this policy, beginning April 27, 2020.

Part-Time Employees:

Employees working a part-time schedule shall receive leave under this policy as follows:

- Employees who work a part-time or irregular schedule are entitled to be paid based on the average number of hours the employee "worked" during the six-month period prior to taking this leave
- Employees who have worked less than six months prior to leave are entitled to the average number of hours the employee would normally be "scheduled" to work in a two-week period

Workflow:

1. Full-time employees absent for a COVID-19 reason may begin utilizing this benefit beginning April 27, 2020 (because the County was previously under an Emergency Closing). Part-time employees may begin utilizing this leave April 1, 2020.
2. Employee must complete an FFCRA Affidavit and return it to their Elected Official/Department Head (EO/DH) for approval.
3. EO/DH must **forward the affidavit** to the **Payroll Department** with the bi-weekly payroll and **the Human Resources Department**.
4. The payroll processor for each department shall enter the number of hours needed to complete the work week for approved leave utilizing the **Pay Code FFCRA**.
5. As stated, full-time employees receive an 80-hour bank of leave time. EO/DH must contact the Payroll Department in the Auditor's Office to calculate the leave benefit accrual for any eligible active part-time employee. Once the benefit time has been calculated, an email will be forwarded to the EO/DH providing the leave bank for each part-time employee.
6. EO/DH may view the total accruals for each employee in the Kronos timesheet under the accruals tab.

Thank you.

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