# BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

## EMPLOYEE DESIGNATION & AVAILABLE OPTIONS

<table>
<thead>
<tr>
<th>Work IS Available</th>
<th>Work IS NOT Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Designations: Pandemic Essential (On-Campus), Pandemic Essential (Telework), As-Needed Pandemic Essential (On-Campus or Telework)</td>
<td>Employees Designations: Pandemic Non-Essential</td>
</tr>
<tr>
<td>Employees who are reporting to work or are telecommuting and will be required to record leave for hours <em>not</em> worked.</td>
<td>Employees who are <em>NOT</em> reporting to work or telecommuting and will be required to use leave.</td>
</tr>
<tr>
<td>Employee Options for those working reduced hours:</td>
<td>Employee Options:</td>
</tr>
<tr>
<td>1. Accrued or Anticipated annual, personal, compensatory, sick time</td>
<td>1. Accrued or Anticipated annual, personal, compensatory, sick time</td>
</tr>
<tr>
<td>2. Leave without pay (LWOP) with benefits, <strong>which can be used intermittently</strong></td>
<td>2. Leave without pay (LWOP) with benefits used in <em>full pay periods</em></td>
</tr>
<tr>
<td>3. Employees may choose a combination of 1 &amp; 2</td>
<td>3. Leave without pay (LWOP) with benefits may start in the middle of a pay period as long as a full week is used. The employee must remain in a LWOP status for the entire following pay period.</td>
</tr>
<tr>
<td>4. Families First Coronavirus Response Act (<em>FFCRA</em>) may be used if eligible. <strong>See qualifying reasons below.</strong></td>
<td>4. Employees may choose a combination of 1 &amp; 2</td>
</tr>
<tr>
<td>There is no designated sequence for employee leave usage. This is based upon employee choice.</td>
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</tr>
<tr>
<td>Employees may rotate between all options above.</td>
<td>Employees may rotate between all options above. If an employee begins Leave Without Pay they must remain in a LWOP status for a full pay period.</td>
</tr>
</tbody>
</table>

* FFCRA includes Emergency Paid Sick Leave Act (EPSLA) and Emergency Family & Medical Leave Expansion Act (EFMLA).

FFCRA can be used intermittently only for the purpose of providing child care, and only in full day increments, at the employer’s discretion.

Full-time employees are eligible for up to 80 hours of EPSLA and up to 12 weeks of EFMLA.

### Unemployment Compensation (UC) Eligibility:
- Employees who choose not to use, or are not eligible for, any paid leave, may be eligible for unemployment compensation while in LWOP status.
- Employees working reduced hours may apply for partial unemployment compensation while in LWOP status.
- Employee benefits will continue while collecting unemployment compensation.
- Employee is responsible for employee cost of benefits.
- UC determines eligibility and benefit amounts.

### Unemployment Compensation (UC) Eligibility:
- Employees who choose not to use, or are not eligible for, any paid leave, may be eligible for unemployment compensation while in LWOP status.
- Employees for whom work is *NOT* available may apply for unemployment compensation while in LWOP status.
- Employee benefits will continue while collecting unemployment compensation.
- Employee is responsible for employee cost of benefits.
- UC determines eligibility and benefit amounts.
**Qualifying Reasons for EPSLA**
Employers are required to provide paid sick time when an employee is unable to work (or telework) due to a need for leave because the employee is:
1. Subject to a federal, state, or local quarantine or isolation order related to COVID–19;
2. Under self-quarantine due to concerns related to COVID-19 based on the advice of a health care provider;
3. Experiencing symptoms of COVID–19 and seeking a medical diagnosis;
4. Caring for an individual who is subject to an order as described in (1) or who has been advised as described in (2);
5. Caring for a son or daughter of any age whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID–19 precautions; or
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretaries of Treasury and Labor.

**Qualifying Reasons for EFMLA**
When an emergency has been declared by a federal, state, or local authority related to COVID-19, the EFMLA expands an employee’s FMLA entitlement to include the employee’s inability to work (or telework) because the employee must care for a son or daughter under age 18 whose elementary or secondary school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19.