

UMS Covid-19 Response

Bringing Focus & Clarity

Introduction to the details of UMS employee support in response to the COVID-19 pandemic

April 8, 2020

Introduction

Hello,

Within the U.S., the COVID-19 pandemic has kicked off a chain reaction of support at the local, state and federal level for all citizens. Within that context, UMS' commitment has been to:

- Swiftly and thoroughly identify all information relevant to our students, employees and communities
- Digest that information
- Operate from a foundation of respect and care, equity, integrity and responsiveness
- Identify the optimal ways we can continue to best serve each of these critically important constituent groups
- Communicate frequently and clearly

This materials packet has been created by your UMS HR team and is designed for you - our employees and managers. Prioritizing timeliness, please be aware that managers and employees are receiving it at the same time.

The information in this packet is designed to summarize for you all UMS decisions, COVID-19 support response laws, and process changes. UMS already has a rich Benefits package; this summarizes enhancements or newly-available options/actions activated by the COVID-19 circumstances. Specifically, this information packet summarizes dynamics we know can impact UMS employees' *work, finances, health* and *time* to support your family.

It's a lot of information because our commitment is to best serve you. We feel providing you the whole picture allows you to make informed choices that serve your personal and University circumstances.

This information is current as of the date and version in the footer of the document; we will ensure any updates are captured with version control. This materials packet is available electronically and can also be printed for your convenience. Similarly, request forms that have been developed to support implementation of newly-available choices allow for your electronic completion personally or via a delegate that you identify.

The packet is organized in sections that are outlined on the next page. If you have questions, we encourage that you reach out to your HR Partner, who can be an excellent resource.

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Objectives: This materials packet is designed to...

1. Introduce you to the details of UMS employee support in response to the COVID-19 pandemic
 - Relevant Legal and/or Process Updates
 - ✓ UMS Decisions
 - ✓ State Process Changes
 - ✓ Federal Legislation
2. Provide you with an explanatory flowchart and definitions to help determine what might be relevant to you and assist in making decisions
3. Reiterate that your Human Resources Team can help you answer any questions
 - Available Accruals Lookup
 - Electronic Forms – Individual completion or through a Proxy/Delegate
 - ✓ Request for Paid Leave under Families First Coronavirus Response Act (FFCRA)
 - ✓ Request for Voluntary Furlough (Leave without Pay)

Objective #1



Introduce you to the details of UMS employee support in response to the COVID-19 pandemic

- Relevant Legal and/or Process Updates
 - ✓ UMS Decisions
 - ✓ State Process Changes
 - ✓ Federal Legislation

Relevant Legal and/or Process Updates

- UMS Decisions
 - ✓ Voluntary Option to Select a Temporary Furlough
 - ✓ Expanded, More Liberal Use of UMS Sick Leave
 - ✓ UMS Wellness Program: COVID-19 Level-1 Incentive Adjustment
 - ✓ Dependent Care Flexible Spending Accounts (FSA): Qualifying Event
 - ✓ COVID-19 Testing Plus Co-Pays for COVID-19 Diagnosis or Treatment Visits
 - ✓ COVID-19 Prescription Refills
- State Process Changes
 - ✓ Unemployment
- New Federal Legislation:
 - ✓ Coronavirus Aid, Relief and Economic Security Act (CARES Act) - a.k.a., Covid-19 Federal Stimulus Bill
 - ✓ Families First Coronavirus Response Act (FFCRA)

UMS Decision: Voluntary Option to Select Temporary Furlough

As of Friday, April 3, 2020 the Bargaining units represented at the University had each signed Memorandums of Understanding (MOUs) creating the option for their members to select temporary furloughs. The Chancellor additionally approved the same option for all non-represented University employees. The agreement shall expire for all units and non-represented employees on June 30, 2020 unless an extension is created. Requests for temporary furlough will be subject to approval by the University.

Each Unit's MOU and a statement for the Non-Represented employee population spell out the exact wording in the contracts. These will be posted to the UMS Labor Relations webpage. Given the similarity, following are the nature of provisions common to all the groups:

Employees will:

- Be able to Voluntarily choose Temporary Furlough (subject to approval by their supervisor/manager)
- Maintain any health, dental and vision insurance benefits they had at the time of selecting the Temporary Furlough and pay at the active employee status or go into arrears and create a plan to pay. All other benefits will continue under the same cost-sharing arrangements
- Be able to access their University email, MaineStreet and other information systems they may need to access
- Not experience a break in service per a Pandemic Furlough
- Be subject to a work recall provision, allowing 72 hours advance notice for standard situations (or as worked out with your supervisor) and 24 hours notice for emergency need situations
- Not receive vacation or sick time accruals during their Temporary Furlough
- Not have to use to use-down their sick, compensatory or vacation time before selecting to take a temporary furlough
- Remain eligible for an Early Retirement Program, if negotiated
- Be able to take Partial Furloughs
- Experience eligibility for unemployment as determined by the Bureau of Unemployment under the Maine Department of Labor

UMS will:

- Will try to avoid any layoff notices based on the effects of COVID-19 until July 1, 2020; The intent of UMS at this time is to prioritize voluntary furloughs
- Waive any health, dental and vision insurance premium balance in arrears in the case employees are laid off while on furlough

UMS Decision: Expanded, More Liberal Use of UMS Sick Leave

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Timeline	Details
April 5 – May 16, 2020	Allows 100% use of any unused sick time
May 17 – June 30, 2020	Allows more limited use of sick time by requiring 50/50 use of sick leave and other accruals (vacation or compensatory* time). In the case an employee exhausts one of these leave banks during this timeframe, they can use available time from their other time banks.

*Compensatory time is time worked overtime that an employee has chosen to take in the form of a time accrual at a rate of 1.5 time vs. the option to have it paid at a rate of time-and-a-half at the time work was completed. A UMS employee can find their accrued time in MaineStreet Self-Service

For uses:

- In supplement of Families First Coronavirus Response Act (FFCRA) Family Care Leave
- Replacement for lack of available work (as alternative to voluntarily selecting a temporary furlough)
- Time away for COVID-related issues that are not covered by the FFCRA

Scenario:



A UMS employee's child works in healthcare and the family's daycare is closed due to COVID-19. Our employee chooses to care for their grandchild(ren) so that their child can continue their work in healthcare. They use their unused sick time through May 16, 2020 at 100%. If the need continues, they plan to use their accrued sick and vacation time at an even split of 50/50 until June 30, 2020 or whenever the daycare resumes, if earlier.



UMS Decision: Wellness Program COVID-19 Level 1 Incentive Adjustment

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Due to the 2020 COVID-19 pandemic emergency, doctors and hospitals have cancelled annual wellness visits and screenings that serve as primary qualifications for UMS employees to satisfy their Level 1 incentive and earn lower healthcare premiums. Recognizing this consequence, a change to the guidelines for achieving Level 1 is below. This incentive structure is effective starting March 27, 2020 until December 31, 2020:

Changes to the Guidelines for Achieving Level 1:

Employee Timeline	Details
Completed Level 1 in CY2019	Will continue to have the incentive premium rate (p rate) apply until December 31, 2020
Hired on/between 1.1 – 5.31.2020*	Will need to complete Level 1 requirements by 8.31.20 (date extended by four months for standard due date)
Hired 6.1.20 or later*	Will have the usual 90 days to complete Level 1
CY2021	Will revert to previous practice and employees will have until 4.31.2021 to satisfy Level 1 for 2021

*Together with Bargaining Units, UMS will consider the COVID-19 pandemic circumstances and revisit any further extension possibilities as necessary.

Remaining Unchanged

Employee Timeline	Details
Did Not Complete Level 1 in 2019	Will continue paying the higher non-participant rate (n rate). Can satisfy Level 1 at any time until 11.30.20 to be switched to the lower p rate
2020	Level 2 award requirements remain the same



UMS Decision: Dependent Care FSA Qualifying Event

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- Flexible Spending Accounts (FSAs) identify certain life changes to be *qualifying events* whereby an employee can make a change to the spending account elections they made at the time of benefits enrollment
- Relative to the Dependent Care FSA, a *Change in Day Care facility provider or increase/decrease in fees* is considered a 'qualifying event'
- In such an instance, the employee has *31 days from the date of the status change* to make a benefit change to their Dependent Care FSA



- Any change that is approved becomes effective the *first of the month following the date of the event*
- UMS' Employee Benefits Center (EBC) reviews *qualifying event* change requests on a case-by-case basis
- The IRS allows for exceptions outside the 31-day enrollment window for extenuating circumstances
- Please contact the Employee Benefits Center by emailing benefits@maine.edu with questions or call 207-973-3373

Scenario:

Yoko and her partner, Kei, have a daughter who is regularly enrolled in a local day care. Until the Governor initiated a formal *Stay at Home* order, the day care had remained open. Now it is closed. Yoko and Kei are discussing whether a change to their Dependent Care FSA election would be smart.

They plan to enroll their daughter in her first summer camp this year depending on what happens... keeping the same FSA deduction amount may or may not be advantageous.

UMS Decision: COVID-19 Testing & Co-Pays

For employees covered by a UMS health plan, the following are paid by the plan:

- Expenses associated with a COVID-19 Test
- Co-Pays associated with a medical appointment pertaining to COVID-19 diagnosis or treatment



UMS Decision: COVID-19 Prescription *Refill Too Soon* Override

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- As of March 18, 2020, UMS communicated that Cigna has committed to taking appropriate actions to ensure customers have the medication needed to stay healthy. Should a customer have any questions or concerns about an individual situation, Cigna pharmacists are available 24/7
- State Orders are being issued regarding Refill-Too-Soon edits and the guidance varies from State to State. Lifting the edits across the country prematurely would remove the safeguards in place to prevent stockpiling which could potentially result in a strain on supply chain and disrupt current inventories. Cigna has been addressing the state specific orders as they are issued
- **Effective Immediately, a 1X Refill Too Soon Override will be Allowed (New Hampshire and Maine Residents Only):** Cigna Pharmacy Management is allowing a 1x Refill Too Soon override to any customer who calls in and states they have been impacted by COVID-19 and has suffered lost or damaged medication(s). Customer Service can address any specific customer needs that might necessitate an override of the Refill-Too-Soon edit. The request(s) can be initiated by a pharmacist or customer
- **Options Available to All Other Pharmacy Customers:** In situations where early refills are not made available, pharmacists are available 24/7 to provide counseling, answer questions, and support patients, as needed. Standard refill policies, which allow members to refill or renew a prescription medication when 25%-35% of their current prescription is remaining, should help them stay on track with their medication during this time

Facilitate Switch to Home Delivery:

Customers wishing to take advantage of our Home Delivery service, have several options and they include:

- If the customer has a retail prescription for 90 days with refills:
 - ✓ Customer can contact customer service and requesting assistance in having a retail script for maintenance medication transferred to home delivery. Cigna's Home Delivery Pharmacy will work with the retail pharmacy and the prescriber if needed to facilitate the Pharmacy to Pharmacy transfer
 - ✓ If the customer is a first time user for ESI Home Delivery, our teams will assist with getting them started
- If the customer does not have a retail prescription for 90 days with refills and would like to use mail order:
 - ✓ Customer can contact their physician and request a new prescription be sent to Cigna Home Delivery Pharmacy for prescription processing
 - ✓ Utilizing the "Chat" feature on myCigna.com, a customer can work with a representative to initiate a retail to mail transfer. Customers can also utilize the Chat feature via the MyCigna mobile app
 - ✓ These options allow customers the ability to have a 90 day supply of medications delivered to their homes.



State Process Changes: Maine State Unemployment

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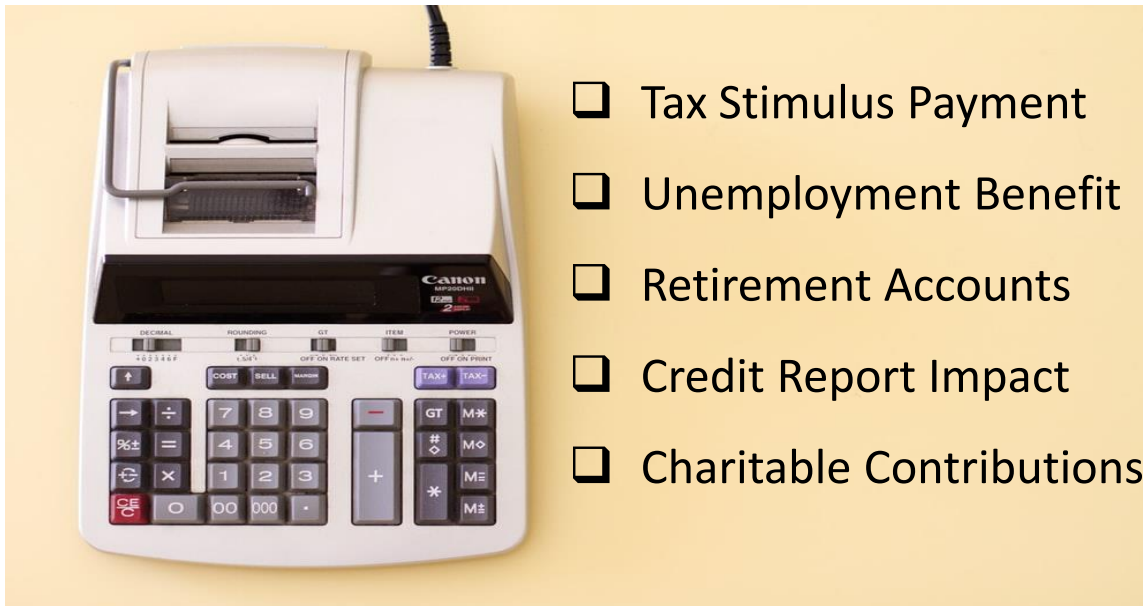


- Eligibility for unemployment is determined by the Bureau of Unemployment under the Maine Department of Labor
- Please note:
 - That the University will not advise you related to your circumstances and a choice to seek unemployment
 - That the University has no control of if or when you are granted unemployment benefits
 - University HR will complete unemployment questions by the employer accurate to your job circumstances and choice; it will be documented
- New Federal Legislation pertaining to unemployment introduces that a prior expectation - that voluntary furlough would prohibit eligibility for unemployment – may be viewed differently during this period of COVID-19 pandemic impact

New Federal Legislation: The CARES Act (slide 1 of 6)

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The CARES Act comprises numerous components. The components highlighted in this information packet are those pertaining to financial impacts:



<https://www.nytimes.com/article/coronavirus-stimulus-package-questions-answers.html> - Provides good summary of CARES Act legislation.

Tax Stimulus Payment

- **Eligibility:** Generally adults with a Social Security Number* including people receiving SS retirement, disability payments, unemployed individuals, veterans or U.S. Citizens living abroad. Income requirements, outlined below, apply
- You will either get a Standard Payment, an Adjusted Payment or No Payment based on your adjusted gross income:
- **How Many Payments:** Just one
- **Standard Payment:** \$1,200/adult plus \$500/qualifying children (age 16/under)
- **Will I get the Standard Payment:** Depends on your *2019 adjusted gross income (AGI)***

YES, Will get the full amount:

- ✓ Single: \$75,000 or less
- ✓ Married with No Children: Earning \$150,000 or less
- ✓ Taxpayers filing as Head of Household: If they earned \$112,500 or less

NO, Will get an Adjusted Payment or No Payment

If your earnings are higher than the figures noted above, the payment decreases until it stops altogether for:

- ✓ Single: Earning \$99,000 or more
- ✓ Married with No Children: Earning \$198,000 or more
- ✓ Family with Two Children or More: Earning \$218,000 or more
- ✓ No Payment if someone claims you as a dependent, even if you're an adult
- ✓ For students under the age of 24, taxing authorities consider them dependent if a parent pays at least half their expenses

- **Will I have to apply to receive payment?** No. The IRS will transfer the money to your bank account via direct deposit based on the recent income tax figures it has. If your account has changed, the IRS will be providing an update site soon
- **When will we get the payment?** Expected by April 17, 2020 unless you need to update your information. You will get a paper notice in the mail a few weeks after disbursement
- **What if I haven't filed tax returns recently?:** It could affect your ability to receive payment. Please file a simple tax return to receive an 'economic impact payment.' The IRS has been quick to reassure people they would not end up owing tax per this filing
- **Are there income taxes on the payment?** No
- **Are there garnishments on the payment?** No, except that this waiver may not apply to people behind on child support

*Exception for members of the military

**Your adjusted gross income is Line 8b on the 2019 1040 federal tax return. If you haven't filed yet, you can use the 2018 return or the 2019 SS statement

Unemployment Benefit

➤ Eligibility*:

- ✓ Generally individuals who are unemployed, partly-employed or unable to work due to Covid-19 will be more likely to receive benefits. This includes self-employed and part-time employees
- ✓ If you are able to work from home or are receiving paid sick leave or paid family medical leave, you cannot collect unemployment. This means that you are unable to collect unemployment concurrent to utilizing FFCRA benefits
- ✓ If you are not using FFCRA** benefits, the following reasons do make you eligible for unemployment:
 - If you've received a diagnosis, are experiencing symptoms or are seeking a diagnosis of Covid-19
 - If you rely on a school, daycare or facility to care for a child, elderly parent or another household member so that you can work, and that facility is closed due to Covid-19
 - If you must self-quarantine or are unable to get to work due to a quarantine

- **Standard Payment:** It depends on the state because a person's total unemployment benefit will comprise the state plus federal benefit, simultaneously. The state benefit varies. ME-state's maximum weekly benefit is \$445. Under the federal plan, eligible workers will get an extra \$600 on top of their state benefit, an amount that will not be pro-rated depending on volume of work

- **Number of Payments:** States have the option of providing the entire amount in one payment or sending the federal portion separately; Either way, payments will be made weekly
- **Disqualification Impacts:** The additional \$600 does count as impact for means-tested (has the means) programs except for Medicaid and the Children's Health Insurance Program (CHIP)
- **Benefit Receipt:** States have been incented to waive the one-week waiting period; That said, per increased volume starting dates for unemployment, benefits may be slowed by processing times***
- **Benefit Duration:** The Stimulus Bill provides all eligible workers with an additional 13 weeks above what their State provides. The total cannot exceed 39 weeks. The standard state benefit has been 26 weeks, though states are adjusting during this time so it will be important to check. The federal payment of \$600 will last up to 4 months and cover weeks of unemployment ending July 31, 2020
- **Broader Program:** Expanded coverage would be available to workers newly eligible for weeks starting anywhere between January 27 – December 31, 2020

*Families First Coronavirus Response Act

**UMS is in contact with the ME State Unemployment Office in consideration of a method to speed processing for eligible UMS employees. As of March 30, 2020 ME DOL Update, the Federal Benefit is not yet being implemented in ME; Payments are expected to be made retroactively upon implementation start



Scenario: Selection of UMS Temporary Furlough/Unemployment

- Your UMS wage is \$14.42/hour
- The current pandemic situation has yielded explanation by the Federal and State unemployment that normal eligibility requirements would be waived.* That means that voluntary furloughs would still allow for unemployment benefits
- UMS Bargaining Units have been updated to include the voluntary option to take temporary full- or partial-furloughs in the case there is not work to do
- If you had no work and selected a full-time voluntary furlough, based on ME state unemployment actions, your likely weekly benefit may be \$340.91** In this situation, the additional Federal Covid-19 weekly unemployment benefit would be \$600. As such, your weekly unemployment wage would be ~\$941
- Based on limited work to do, you can select a partial voluntary furlough. Based on ME state unemployment action, your weekly benefit would be pro-rated. The Federal Covid-19 unemployment benefit would remain \$600.*** Employees with dependents can earn up to an additional \$222/week
- The University can recall an employee based on need. It is expected that an employee would return within 24 hours for an emergent need; 72 hours for a standard recall reason

What could it
mean for you?



*This is based on UMS analysis; the ultimate decision-maker is state and federal unemployment

**ME state Unemployment Weekly Maximum: \$445. \$340.91 is an estimation based on your wage and current process used by ME state unemployment. Estimations do NOT represent a guarantee of state and federal benefits to an employee. An employee should seek their own financial guidance

***If you receive any ME-state unemployment benefit, you will be eligible for the full \$600 Federal Unemployment weekly benefit

Retirement Accounts

- **Applicable Timeframe:** Calendar Year 2020
- **UMS:** The University of Maine System did select to adopt these allowable provisions
- **Distributions:**
 - ✓ **Early Withdrawal*:** You can withdraw up to \$100,000 this year without the usual 10% penalty as long as the reason pertains to the coronavirus. You will also be able to spread out over three years from the date you took the distribution any owed income taxes on the withdrawal. You can also put the money back into the account prior to the end of those three years because rules typically in place to prevent sizable contributions have been waived. This applies to both employee and employer dollars provided the employee is vested; otherwise it is employee dollars only.
 - ✓ **Loan*:** You can still borrow from your workplace retirement savings plans, like UMS' 403(b) or 457. Specifically you can take out twice the usual amount up to \$100,000 for 180 days post March 27, 2020 (the date the CARES Act was signed into law), with certification that you've been affected by the pandemic. Usually you can't take out more than half your balance but that rule is suspended
 - ✓ **Loans Already In Effect*:** If you already have a loan and were supposed to repay it before December 31, 2020, you now get an extra year to repay it
 - ✓ **Self Certification:** Employers can allow workers to self-certify that they are qualified to pull or borrow money from a workplace retirement account.
 - ✓ **Required Minimum Distributions:** No one will have to take these from any individual or workplace retirement savings plans, like UMS' 403(b) or 457. *That way you are not forced to sell investments that may have fallen in value, which would lock in losses. If you do not need the money now, you can let the investments sit and hope that they recover*

*When it says "the reason pertains to coronavirus" the following is meant by qualifications: You, a spouse or dependent tested positive or you experienced a variety of other negative economic consequences related to the pandemic

You are looking forward to talking to your TIAA financial consultant to get their input.

TIAA Phone: 1-888-842-7782 from 8am-8pm EST M-F



Charitable Contributions

- **New Deduction:** The bill makes a new deduction available (not just for CY2020) for up to \$300 in annual charitable contributions. If you have already given money since January 1, 2020, that contribution can count toward the \$300 cap
- **Charitable Deduction Limits:** Limits have changed. As part of the bill, donors can deduct 100% of their charitable gift against their 2020 adjusted gross income
- **Eligibility:**
 - ✓ Only available to people who do not itemize their deductions
 - ✓ If your assets are substantial enough that you can give more than your CY2020 income, you won't lose the deduction for the excess amount. You can use it next year, as has always been the case
- **Calculation:** Subtract the amount you give from your gross income
- **Qualifications:** Must be a cash donation to a qualified charity. Donor-advised funds and your Private Foundation do not qualify

Note: For UMS Employees who contributed through the Combined Charitable Appeal for University Employees (CCAUE), these contributions are applicable.

Credit Report Impact

Credit Report Impact if I Take Advantage of any Virus-Related Payment Relief, including the Student Loan Suspension

- There is not supposed to be any impact/damage to your credit report
- From January 31, 2020 – 120 days after the end of the national emergency declaration, lenders and others should mark your credit file as current, even if you take advantage of payment modifications



The CARES Act also includes Student Loan Relief & expanded support of Work Study, plus other elements like Renters' support, Small Business support and more.

- **Purpose:** To provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19
- **Applicable Timeframe:** April 1, 2020 – December 31, 2020
- Generally, employees are eligible* for:

1. *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work (or telework) because:*

- experiencing COVID-19 symptoms and seeking a medical diagnosis; and/or
- the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider)

2. *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay where the employee is unable to work (or telework) because of a bona fide need:*

- to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or
- to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or
- the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor

3. *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to:*

- a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19

*Special rules apply for Health Care Providers and Emergency Responders. They can be excluded by their employer from paid sick leave and/or expanded family and medical leave.

- **Providing Notice:** Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time
- **Duration of Leave:**
 - **For #1 & #2 as outlined on prior slide:** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. If they have a qualifying serious health condition, they could qualify for continued unpaid FMLA protection
 - **For #3 as outlined on prior slide:** A full-time employee is eligible for up to 12 weeks* of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. The leave is 2 weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave
- **Sick Time Parameters:** Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment
- **Time Substitution:** An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first 2 weeks of partial paid leave in the case a child's school or place of care is closed
- **Pay:** Please see the COVID-19 Employee Workflow for specifics. These details are provided in the UMS FFCRA Request Form as well

***Important Note:** The clock starts ticking on the twelve-week duration at the start of the Leave.

FFCRA Family Care



What could it
mean for you?



FFCRA Sick Leave

*maximum of \$2,000 for the first 10 days, then a maximum of \$12,000 for 10 weeks following

**maximum of \$5,110 for the first 10 days, then can utilize accruals to pay \$100% of salary for 10 weeks following

Scenario: Selection of FFCRA Family Care Leave

- You are a parent whose children's school or daycare is closed. You now have two kiddos whose daily care is in your hands
- As you are adjusting and creating a schedule with them, you anticipate not being able to telework at all, even though your job allows for it. You do imagine that in a couple of weeks – given that there's plenty of University work - you'll be able to telework partially from home
- The **FFCRA Family Care Leave** option provides pay at 66.7% of salary,* and you have unused vacation and sick time that can make up the difference to 100% of salary. Specifically, you calculated from your accruals that would last 4 weeks – until May 5, 2020
- Aware of the CARES Act, you understand you'll be receiving a stimulus check approximately April 17, plus you plan to stop your Flexible Spending Account Dependent Care payments since the daycare closure counts as a qualifying event. You anticipate those two resources will keep you financially even
- You may be able to withdraw from your 403(b) but you really don't want to; saving for retirement is super important to you. You are looking forward to talking to your TIAA financial consultant to get their input

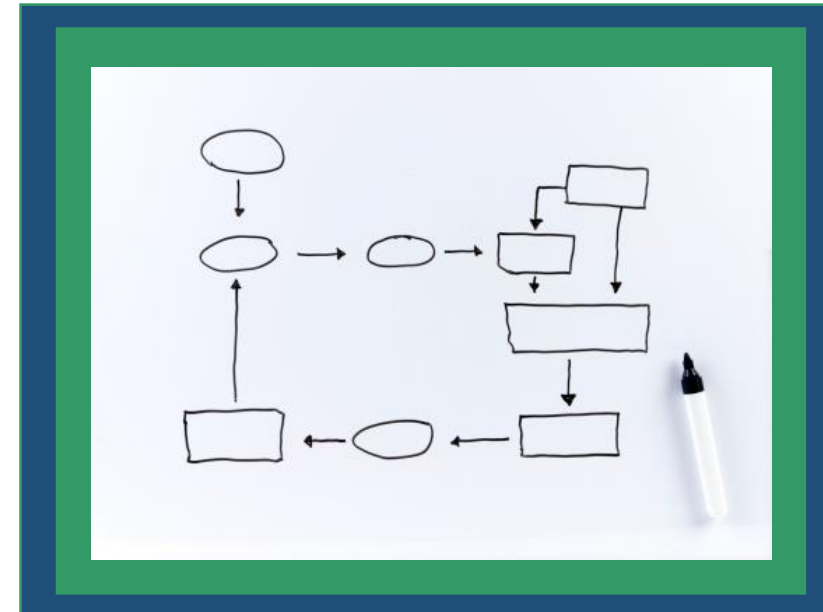
Scenario: Selection of FFCRA Family Care Leave (Immediate Family)

- Your spouse is sick with flu-like symptoms and has been advised by a healthcare provider that they must self isolate
- You have University telework and feel fine; your spouse's health declines and you need to care for them until they are better
- Your physician advises precautionary hygiene and social distancing practices. She does not feel you are medically at risk just due to your proximity to your spouse
- In this instance, you realize that the **FFCRA Family Care Leave** is what applies, paying your salary at 66.7%*. You will use your unused sick time to cover the difference
- The healthcare provider anticipates that your spouse will be back to full health within 14 days

Scenario: Selection of FFCRA Sick Leave (Self)

- When the COVID-19 pandemic reached Maine, your doctor proactively sent you a note you could use as needed to say that you are medically at risk. They are aware that stress and spring weather both activate an existing health condition
- Your physician anticipated correctly that your health would decline. Though your University department still has work, you are not physically able
- You know that Family Medical Leave operates on a rolling-year-use basis. Knowing you used the 12 week limit about a year and a half ago, you calculate that you are fully eligible now for the **FFCRA Sick Leave**. Given that you are medically at risk, you are grateful it pays at 100% of salary** You know you will be able to qualify for extended FML if you need to be out longer than 2 weeks.

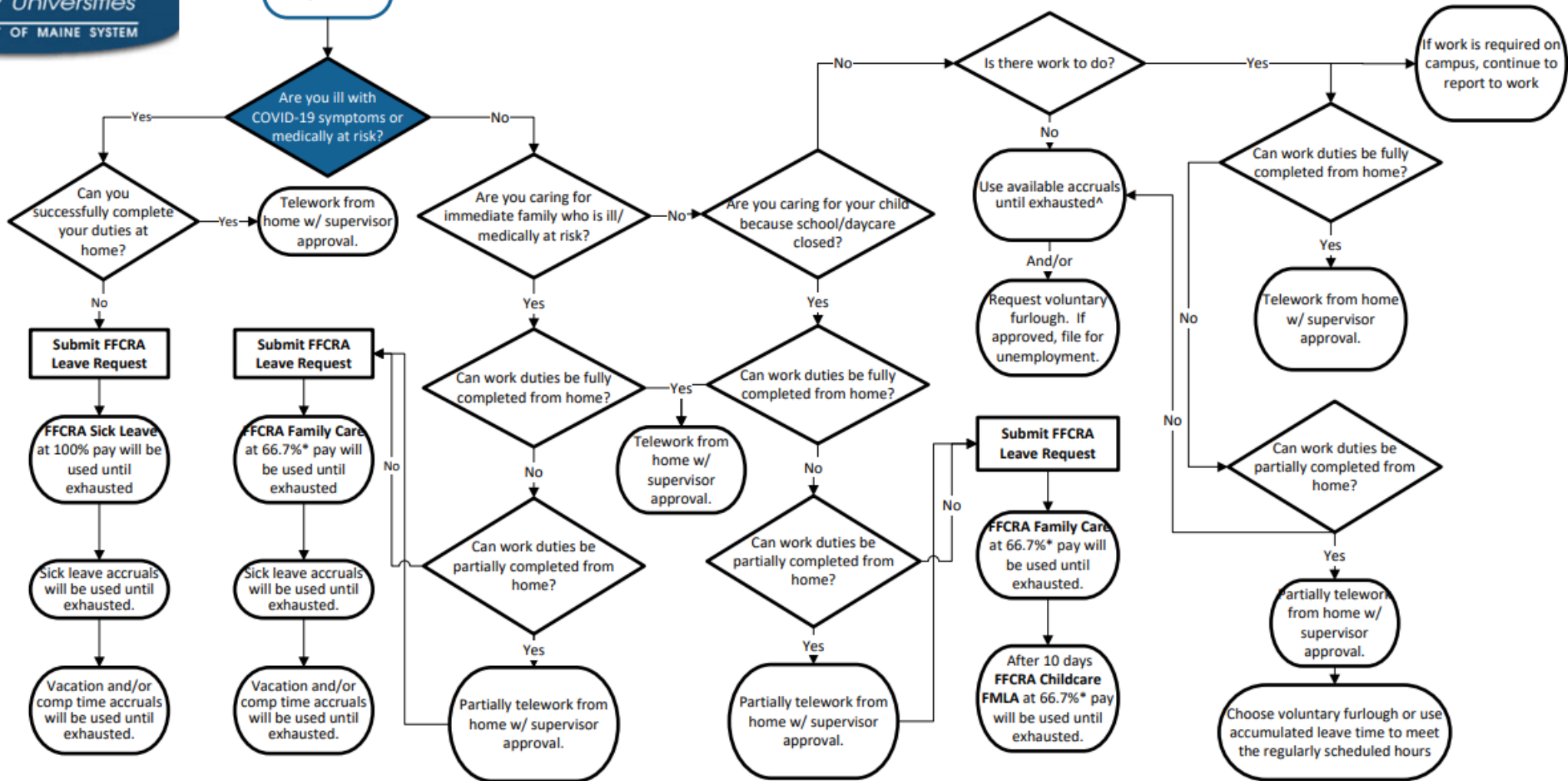
Objective #2



Provide you an explanatory flowchart and definitions to help you determine what might be relevant to you and to assist you in making decisions

- ✓ COVID-19 Employee Support Workflow & Definitions

COVID-19 Employee Support Workflow



***For Families First Coronavirus Response Act (FFCRA) Family Care, employee may use available sick, vacation and/or compensatory time accruals to supplement up to 100% of pay.**

[^]Effective April 5, 2020 through May 16, 2020, employees may use *all* available accruals to continue to get paid if unable to work or telework for a COVID-19 reason.

Effective May 17, 2020 through June 30, 2020, employees may use *50% of available sick accruals and 50% of available vacation/compensatory time* to continue to get paid if unable to work or telework for a COVID-19 reason.

Definitions: COVID-19 Employee Support Workflow – slide 1 of 2

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Word, Phrase, or Leave Benefit Component	Definition
Available Accruals: Sick, Compensatory, or Vacation Time	Depending on your nature of position at the University, you accrue (earn at a certain rate over time) time you can use to be off from work. UMS benefits include three types: vacation, sick and compensatory time. Compensatory time is time worked overtime that an employee has chosen to take in the form of a time accrual at a rate of 1.5 time vs. the option to have it paid at a rate of time-and-a-half at the time work was completed. A UMS employee can find their accrued time in MaineStreet Self-Service.
<i>Caring For</i>	While there is no specific definition, pertaining to employment benefits, caregiving typically implies a person(s) is caring for an individual(s) not independently able to take care of the daily functions of their lives.
Families First Coronavirus Response Act (FFCRA)	The Families First Coronavirus Response Act (FFCRA) is a Federal Act initiated in response to the coronavirus pandemic. Specifically, it expands upon standard Family Medical Leave benefits to address the unique pandemic parameters.
FFCRA Family Care <i>Family Medical Leave (FML)</i>	The FFCRA parameters that support Family Care in the instance that a worker is taking care of their children whose daycare/school is closed as a result of the virus or who taking care of immediate family members who are sick as a result of the virus.
FFCRA Sick Leave <i>Family Medical Leave (FML)</i>	The FFCRA parameters that support Personal Sick Care in the instance that a worker is sick as a result of the virus or medically at risk during the pandemic per a healthcare provider's assessment.
FFCRA Leave Request Form	UMS has created a FFCRA Leave Request Form using Smartsheets. The Form, which can be completed by the requesting individual or an identified delegate, has an approvals workflow built into it with communications to relevant approving parties including Human Resources, an employee's supervisor and the employee.
Full vs. Partial Leave	An employee can choose to take FFCRA Leave at a rate commensurate with their full-time working hours or can choose to take leave for a portion of their working hours based on their anticipated needs.
Intermittent Leave	Sometimes a FM Leave is continuous – operated according to consecutive days over a period of time. Other times, FM Leave is intermittent, which means there can be days on and days off.
Irregular or Regular Schedule	In the case that an employee is taking Partial FFCRA or Intermittent Full-Time Leave, their work schedule can be conducted according to a pre-determined, approved 'regular' work schedule or it can be conducted on an 'irregular' schedule based on need and circumstances. Typically, an irregular schedule occurs as a result of an employee's response to unexpected or unforeseen circumstances.

Definitions: COVID-19 Employee Support Workflow – slide 1 of 2

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Word, Phrase, or Leave Benefit Component	Definition
Immediate Family	<i>Immediate Family</i> is a term defined by Family Medical Leave, which is an employee job protection benefit created by state and federal law and supported through employer benefit practices. Relative to other University benefits, <i>Immediate Family</i> is a term that may be defined within the scope of a Collective Bargaining Agreement (CBA) or Employee Handbook. UMS' Employee Benefits and Wellness Manager or your HR Partner can help you understand what definition of <i>Immediate Family</i> is relevant to any circumstances you may be trying to understand.
Medically At Risk	This designation must be confirmed by a healthcare provider; it is not able to be solely determined and confirmed by an employee wondering if the situation applies to them. A manager can/should confirm that the Employee Benefits Center has
Successfully Complete Your Duties	UMS jobs, as captured by job descriptions, comprise job duties that represent the services and operations provided through University work. Successful completion is when a worker – with or without accommodation – finishes their job duties at a level of high quality as approved by an employee's supervisor/manager.
Supervisor Approval	Within UMS' organizational structure, all employees report to an individual(s) who has been ascribed the legitimate authority to oversee the work and the employee hired to conduct the work. This individual's role is to facilitate the success of their team members' experience, development and performance in service of accomplishing University work. This individual has the authority to approve employment actions related to the work and employees they oversee. Supervisor Approval means that a supervisor has been given the time and information needed to make a fact-informed decision and, with that, has approved the requested action.
Telework	Telework is an approach an employee uses to conduct University work, whereby the employee does not require to be on-site at a campus/specific location. Rather, the nature of work can be conducted via electronic and telephonic methods from a distance.
Voluntary Furlough	The general definition of a furlough is a temporary leave of employee(s) due to the special needs of an employer, typically due to economic conditions of the specific employer or in the economy as a whole. In UMS' case, as of Friday, April 3, 2020 all represented Bargaining Units and the University relative to non-represented staff, agreed to a voluntary furlough with specific parameters. The parameters are generally common across all of UMS. Specifics can be found by reading the relevant Bargaining Agreement Memorandum of Understanding (MOU).
Work To Do	The University requires varied levels and nature of work to be completed as part of its annual operations. In any situation, the University determines what is Work To Do – work that needs to be done to conduct University services and operations.

Objective #3



Reiterate that your Human Resources Team can help you answer any questions you may have

- Available Accruals Lookup
- Request for Paid Leave under Families First Coronavirus Response Act (FFCRA)
- Request for Voluntary Furlough (Leave without Pay)

Available Accruals Lookup

Step 1: Go to mycampus.maine.edu

Step 2: Login using your UMS Username and Password

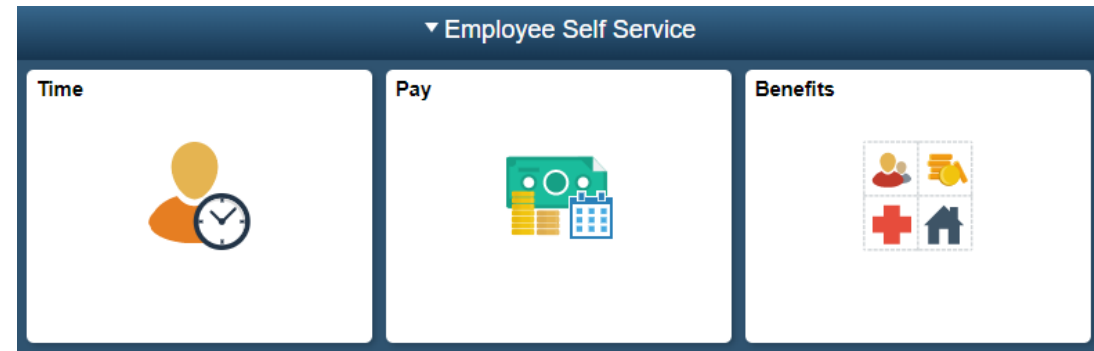
Step 3: Select MaineStreet from the Launchpad

Step 4: Select Employee Self Service

Step 5: Click on the Tile named "Time"

Step 6: Select *View Leave Balance*

Step 7: Select from your options to review your Sick Leave Balances, Vacation Balances and Compensatory Balances



[View Leave Balance](#)

[Self Service](#)

[Time Reporting](#)

Employee Leave Balance

This is your main home page for leave balances. Click on the link below that corresponds to the plan. The plan page will be displayed where you can enter dates and view balances for a period of time.

You have chosen to view leave balances for **Megan Clough**.



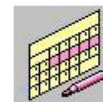
[Sick Leave Balances](#)

This will show your Sick Leave balances based on a period of time and per compensation plans.



[Vacation Balances](#)

This will show your Vacation Leave balances based on a period of time and per compensation plans.



[Compensatory Balances](#)

This will show your Compensatory balances based on a period of time and per compensation plans.

The Link: <https://mycampus.maine.edu/group/mycampus/family-leave-policies>

Home
System Offices
Campus Portals
Human Resources
System Office Directory

Human Resources Menu

Human Resources / Employee Information / Benefits / Family Leave Policies

Search

Search...

Benefit Plans & Programs

Contact Us

You can count on support from knowledgeable and responsive staff when you have a benefits question or problem. Just call or send us an e-mail. We're here to help! *You matter... and so does your feedback.*

Email benefits@maine.edu
Toll-free 1 (866) 269-9635
Local (207) 973-3373
Fax (207) 561-3454

Your EBC Team

Fred Meserve
Karla Kemp
Tammie Perez
Ann Remick
Zachary Breton

Other Benefits

Important Information

Effective April 01, 2020: **Families First Coronavirus Response Act (FFCRA)**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from April 01, 2020 through December 31, 2020.

Submit Your Families First (FFCRA) Leave Request

[COVID Employee Support Workflow](#)

Department of Labor (DOL) Poster Links:

https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

https://www.dol.gov/sites/dolgov/files/WHd/posters/FFCRA_Poster_WH1422_Federal.pdf


DOL Frequently Asked Questions and Answers link:

<https://www.dol.gov/agencies/whd/pandemic/ffcr-questions>

The University of Maine System provides a variety of leave options to help employees balance their work and family responsibilities. Employees who need leave time for birth or adoption of a child, care of a sick family member, other family responsibilities or Military Family Leave may use **disability leave, annual leave, compensatory time, or leave without pay** as described below. This is a summary of complex policies. For more complete information, refer to the applicable [collective bargaining agreement](#) or [employee handbook](#) or contact your Employee Benefits Center.

- Family or Medical Leave: Notice of Rights and Responsibilities
- Employee Request for Medical or Military Leave (pdf)
- Certification of Ability to Return to Work (pdf)
- Intermittent Reporting Form
- Certification of Qualifying Exigency for Military Family Leave-Form WH-384 (pdf)
- Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave Form 385 (pdf)

If you **personally complete** the electronic form:



Request for Paid Leave under Families First Coronavirus Response Act

The University will comply with the Families First Coronavirus Response Act (FFCRA) which provides eligible employees with paid sick leave and expanded family and medical leave for eligible employees unable to work or telework due to specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Submit this form to apply for the FFCRA paid leave.

Personal Information

Employee ID (7 digits) *

Last Name, First Name *

Campus *

Employee Type *

Telephone number where we can reach you

Employee's @maine.edu Email Address *

Supervisor's Email address

Leave of Absence Request Information

You may be eligible for Emergency Paid Sick Leave and/or Emergency Family Medical Leave if you are unable to work (including working remotely) for one of the following reasons: Select the option that best describes your situation: *

Leave Type *

Start Date of Leave *

Expected Return to Work Date (email benefits@maine.edu if this date changes) *

Note that you may only be eligible for pay for up to 2 weeks or 12 weeks depending on eligibility and type of leave requested.

Leave for family care pays 67% of your salary. Check here if you would like to use your available sick, vacation and/or compensatory time balances to supplement to 100% pay, if applicable.

Additional Information *

Use this space to provide further information to support the reason for leave described above. Also provide the days/hours you're not able to work if you selected Intermittent/irregular leave or any other additional information you would like to submit with this request. This is a required field; enter "see uploaded document" if applicable.

Upload Appropriate Documentation to Support Reason for Leave

Per DOL guidelines, either enter information above or upload a picture or other document that shows the name of the government entity that issued the quarantine or isolation order to which you are subject, if that is the reason for paid sick leave.

If you are seeking leave because you are self-quarantined, provide a document that contains the name of the health care provider making the quarantine recommendation. If you are caring for a person who is quarantined, provide either the government entity that issued the quarantine or isolation order or the name of the health care provider who advised the individual to self-quarantine.

For a childcare reason #5, upload a document that contains:


The name of the child being cared for.
The name of the school, place of care or child care provider that closed or became unavailable due to coronavirus reasons.
A statement representing that no other suitable person is available to care for the child during the period of requested leave.

Drag and drop files here or [browse files](#)

Attestation

By submitting this form, I attest that I am unable to work or telework because of the reason selected above.

Submit



Thank you for submitting your request for FFCRA paid leave. The Employee Benefits Center will be in touch shortly. If you have any questions, email benefits@maine.edu or visit <https://mycampus.maine.edu/group/mycampus/family-leave-policies>

If a **delegate** completes the electronic form:



Request for Paid Leave under Families First Coronavirus Response Act - Staff Copy

The University will comply with the Families First Coronavirus Response Act (FFCRA) which provides eligible employees with paid sick leave and expanded family and medical leave for eligible employees unable to work or telework due to specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

Submit this form to apply for the FFCRA paid leave.

Personal Information

Employee ID (7 digits) *

Last Name, First Name *

Campus *

Employee Type *

Telephone number where we can reach you

Employee's @maine.edu Email Address *

Supervisor's Email address

Leave of Absence Request Information

You may be eligible for Emergency Paid Sick Leave and/or Emergency Family Medical Leave if you are unable to work (including working remotely) for one of the following reasons: Select the option that best describes your situation: *

Leave Type

Start Date of Leave *

Expected Return to Work Date (email benefits@maine.edu if this date changes) *

Note that you may only be eligible for pay for up to 2 weeks or 12 weeks depending on eligibility and type of leave requested.

Leave for family care pays 67% of your salary. Check here if you would like to use your available sick, vacation and/or compensatory time balances to supplement to 100% pay, if applicable.

Additional Information *

Use this space to provide further information to support the reason for leave described above. Also provide the days/hours you're not able to work if you selected Intermittent/irregular leave or any other additional information you would like to submit with this request.

Upload Appropriate Documentation to Support Reason for Leave

Per DOL guidelines, either enter information above or upload a picture or other document that shows the name of the government entity that issued the quarantine or isolation order to which you are subject, if that is the reason for paid sick leave.

If you are seeking leave because you are self-quarantined, provide a document that contains the name of the health care provider making the quarantine recommendation. If you are caring for a person who is quarantined, provide either the government entity that issued the quarantine or isolation order or the name of the health care provider who advised the individual to self-quarantine.

For a childcare reason #5, upload a document that contains:

The name of the child being cared for.
The name of the school, place of care or child care provider that closed or became unavailable due to coronavirus reasons.
A statement representing that no other suitable person is available to care for the child during the period of requested leave.

Drag and drop files here or [browse files](#)

Attestation

Employee VERBALLY attests that they are unable to work or telework because of the reason selected above and all other information is accurate and true.

Submitter's Email Address *

Submit



Thank you for submitting your request for FFCRA paid leave. The Employee Benefits Center will be in touch shortly. If you have any questions, email benefits@maine.edu or visit <https://mycampus.maine.edu/group/mycampus/family-leave-policies>

Request for Voluntary Furlough (Leave without Pay)

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If you **personally complete** or **have a delegate complete** the electronic form:

There is a workflow behind the form that will require supervisor/manager approval.



Voluntary Furlough

Request for Voluntary Furlough Without Pay

Employee Information:

Employee ID *

Employee Name: Last Name, First Name *

Employee's @maine.edu email address *

Employee Telephone Number *

Campus *

Collective Bargaining Unit *

Supervisor's Name *

Supervisor's Email *

Type of Voluntary Furlough Being Requested:

Reason for furlough request:

Is there partial or full-time work/telework available for you to do? *

Work Availability *

Full or Partial Furlough being requested *

If applicable, tell us what hours/days you're available to work and/or tell us why you're not able to work/telework part-time or full-time.

Requested First Day of Furlough / Unpaid Leave *

Anticipated Return to Work Date (no later than July 1st) *

Benefit Premium Options:

Benefit Premiums *

The specific terms and conditions of voluntary furloughs are the result of negotiations with individual bargaining units. For further details of the agreement with your collective bargaining unit, please connect with your supervisor, HR Partner or union representative.

AGREEMENT:

Employee's Attestation: By submitting this request, I affirm that I am not qualified for FFCRA. I further understand and confirm that if I were to be called back to work, I can return within 72 hours or as worked out with my supervisor.

If completing this form on behalf of another employee:

Name of person completing this form

Email address of person completing this form

By submitting this form on another employee's behalf, they have verbally confirmed to me that they are not qualified for FFCRA and are able to return to work within 72 hours or as determined with their supervisor.

☐ Send me a copy of my responses

UMS COVID-19 Response

Bringing Focus & Clarity

Introduction to the details of UMS employee support in response to the COVID-19 pandemic

April 8, 2020