



April 10, 2020

Dear Colleagues,

I am writing today to update you on the paid leave options that are available to University of Nebraska employees who need to take time away from work because of COVID-19.

Last month we established a temporary emergency administrative leave policy that allows University employees to take up to 160 hours of paid administrative leave for self-quarantine, quarantine or care of an immediate family member, childcare resulting from school closures, or other scenarios related to the pandemic.

As you may know, Congress recently passed the Families First Coronavirus Response Act (FFCRA). Under the FFCRA, most U.S. workers are eligible for up to 80 hours of emergency paid sick leave for reasons related to the coronavirus, plus an additional 10 weeks of paid Family and Medical Leave for childcare because of school closures tied to COVID-19.

These new federal paid leave options, in conjunction with the University's leave policies, provide critical support for faculty, staff and student workers who are impacted by this global crisis. **Effective at the beginning of April, you may be eligible to use paid leave under the FFCRA if you need time away from work for specific qualifying reasons related to COVID-19.** This federal leave is in addition to the 160 hours of University-provided emergency administrative leave.

Details about the FFCRA and requirements for its use are available [here](#). The form you'll need to fill out to request FFCRA leave is available [on this page](#) and can also be accessed through Firefly. We invite you to contact your campus Human

Resources office if you have questions about the FFCRA or your options for paid leave.

We want to stress again that flexible work arrangements are our first line of defense in ensuring the continuity of the vital work of the University. We also recognize, especially after this week's directive from President Carter and the Chancellors that all employees except designated on-site personnel must stay at home, that adequate paid leave options are an important source of relief and peace of mind for you as you balance work and personal responsibilities. We're pleased that we are able to take care of our employees in this way.

Thank you again for all that you are doing to lead the University of Nebraska through these unprecedented challenges.

Bruce Currin

Associate Vice President for Human Resources
University of Nebraska