

## Memorandum

**To:** All Employees  
**From:** Division of Human Resources  
**Date:** January 14, 2021  
**Subject:** UNM Extends E-PSL provision of FFCRA beyond DOL's expiration date of December 31, 2020

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The Department of Labor (DOL), Wage and Hour Division has confirmed the expiration date of December 31, 2020 for the requirement for employers to provide paid sick leave and expanded family and medical leave under the Families First Coronavirus Response Act (FFCRA). More information on workers' and employers' rights and responsibilities after this date can be found on the Wage and Hour Division's FFCRA Questions and Answers webpage (<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>).

To continue supporting all UNM employees, senior leadership has chosen to voluntarily continue the Emergency Paid Sick Leave (E-PSL) provision of FFCRA, which allows for two weeks of paid leave (up to 80 hours), pro-rated based on FTE and average hours worked through March 31, 2021. Since this is an extension of existing benefits, employees who have exhausted the total hours allowed under FFCRA are not eligible for additional E-PSL hours. Employees utilizing E-PSL will be compensated at their regular rate of pay. Employees who have unused E-PSL balances and those with pending E-PSL requests do not need to submit a new request or additional information.

### Eligibility

UNM and UNM HSC employees (faculty, staff and students; excluding UNMH) meeting one or more of the following criteria:

- Are subject to a quarantine/isolation order related to COVID-19
- Have been advised by a health care provider to self-quarantine due to COVID-19
- Are experiencing symptoms of COVID-19
- Are caring for an individual subject to quarantine or isolation
- Are caring for a child whose school or place of care is closed
- Are experiencing any other, substantially similar situation

To request Emergency Paid Sick Leave, please visit [hr.unm.edu/cv19/ffcra](http://hr.unm.edu/cv19/ffcra). If you have questions regarding your eligibility for E-PSL, contact HR Client Services at [clientsv@unm.edu](mailto:clientsv@unm.edu) (Staff), the HSC Office of Faculty Contracts at [HSC-HSCFO@salud.unm.edu](mailto:HSC-HSCFO@salud.unm.edu) (HSC Faculty), the SOM Faculty Affairs Office at [som-facultyaffairs@salud.unm.edu](mailto:som-facultyaffairs@salud.unm.edu) (SOM Faculty), the Student Employment Office at [stuemp@unm.edu](mailto:stuemp@unm.edu) (Students), or Graduate Studies at [assistantships@unm.edu](mailto:assistantships@unm.edu) (Graduate Assistantships).

### Resources

Thank you, again, for your contributions and incredible work during this extraordinary time. Together, we will continue to achieve our mission and provide critical services and support for our students, and one another. If you have questions or experience any challenges, please reach out for help. Here are some links to resources which may be useful to you:

[bringbackthepack.unm.edu/protecting-the-pack/need-help.html](http://bringbackthepack.unm.edu/protecting-the-pack/need-help.html)

[mentalhealth.unm.edu/](http://mentalhealth.unm.edu/)