<u>Additional Q & As</u>

Q: When can I request COVID-19 related leave?

A: Employees may request leave beginning on 03/20/2020. Leave time between 03/20/2020 and 03/31/2020 will be considered WOU COVID-19 paid sick leave and does not apply to leave time requested as part of the Families First Coronavirus Response Act, which includes the Emergency Family and Medical Leave Expansion Act (EFMLEA) and the Emergency Paid Sick Leave Act (EPSLA). Employees may request the use of EFMLEA/EPSLA beginning on 04/01/2020. Leave may be taken on concurrent work days or on a negotiated schedule.

Note: Leave time taken under EFMLEA/EPSLA does apply toward the up to 12-weeks of unpaid, job-protected leave per rolling calendar year granted under the Family and Medical Leave Act (FMLA).

Q: When filling out a request for COVID-19 related leave do I have to identify a qualifying event?

A: Employees who request COVID-19 related leave do not have to identify their qualifying event. However, we are asking for designation to identify if leave is COVID-19 related, through use the [EFMLEA Leave](#) Form and the [WOU COVID-10/EFMLEA Attendance Form](#).

The University may have an opportunity for reimbursement from governmental entities, without proper tracking of these leaves we may be ineligible for reimbursement.

Q: How should I fill out my leave report / timesheet to indicate my COVID-19 related leave?

A: Employees who were absent from work for COVID-19 related reasons between the dates of March 20th and March 31st should indicate the time taken in the **LEAVE WITH PAY** column on of their timesheet, or leave report.

They should also write "LWP: COVID-19 related" in the remarks/comments section.

Employees using COVID-19 related leave must fill out the following forms and return them into HR (they can be emailed to fmla@wou.edu):

[EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION REQUEST FORM (EFMLEA)](#), this form only needs to be filled out once; [WOU COVID-19 LEAVE/EFMLEA ATTENDANCE RECORD](#), this form needs to be turned in monthly with timesheets and leave reports.