



Many employees with school-age children, especially those that attend school in the Vigo County School Corporation, have questions about the announced A/B staggered schedule, which will continue through at least September 25. University leadership is addressing this issue by balancing the needs of impacted employees with continuation of our operation and continued service to ISU students who have arrived on campus. These are difficult decisions in an uncertain time, so thank you for your patience. Additional FAQs will be posted in the coming days to assist impacted employees.

To accommodate leave requests for staggered K-12 school learning or closure, employees may request paid leave under the Families First Coronavirus Response Act (FFCRA), which was signed into federal law in March 2020. The purpose of the leave is for employees to have time to assist their school age child with learning or to otherwise care for children who cannot attend school because of physical closure of a school or a staggered school schedule.

Under the FFCRA:

- An employee who has been employed at ISU for 30 days will be eligible for paid expanded family and medical leave if the employee has a child under the age of 14 and the child's school or childcare provider is closed or unavailable because of COVID-19.
- Full-time employees will be paid at a rate of 2/3 pay. Additional criteria apply to part-time employees. ISU will allow employees to make up the remaining 1/3 of pay by use of other personal leave time, such as sick and vacation leave. Part-time employees should contact the Office of Human Resources (Tami Weinzapfel-Smith or Joey Newport) to determine the rate of pay consistent with the U.S. Department of Labor's guidance.
- Employees may take expanded paid leave for the entire day or a portion of the day in consultation with the employee's supervisor.
- Adjusted work schedules or remote work may be available to impacted employees with HR and supervisor approval. HR and supervisors should only approve remote work where campus operations can be adequately maintained. Adjusted schedules and remote work should be completed during times while not assisting with e-learning or caring for a child.
- Paid leave under the FFCRA for the day or portion of the day used to assist a child 14 or under with e-learning or to provide childcare should not be reported as time in which ISU work is performed. This includes answering emails, participating in conference calls or meetings, or working on other projects. The supervisor is responsible for ensuring that the employee's FFCRA leave and

approved remote work is reported accurately. Information on the legal obligations of supervisors may be found here.

- The FFCRA leave will be administered in the same manner as FMLA, which provides that employees cannot be subject to discrimination, retaliation, or termination because the employee has a need for the leave.
- Employees who may be impacted by the Vigo County School Corporation staggered schedule or other school closures or unavailability should request leave by completing the FFCRA Leave Request Form at https://indstate.qualtrics.com/jfe/form/SV_0631MuO07EYJEpL. Please allow 2 business days for processing of the request and notification of status.
- ISU will continue to monitor the status of local school closures and will provide updated guidance as necessary.

All requests for leave must be made to the Office of Human Resources. Supervisors may not approve FFCRA leave or remote work arrangements to address childcare issues.

Supervisors should contact Human Resources (Tami Weinzapfel-Smith or Joey Newport) for information and guidance on use of FFCRA for K-12 school closures or staggered learning.

Finally, Sycamores Back on Track expects University employees to be on-campus no later than the start of fall classes unless there is an accommodation for existing medical conditions of the employee or member of their household as approved by the Office of Human Resources or the appropriate dean. Please work with department heads and supervisors in your respective areas to ensure this is occurring.

Source:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions#40>