



DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

IN REPLY
REFER TO

CCH

MEMORANDUM FOR ALL DeCA EMPLOYEES

SUBJECT: HR Guidance 20-03 Families First Coronavirus Response Act (FFCRA)

Reference: OPM Summary of Statutory and Regulatory Requirements in Connection with the Emergency Paid Sick Leave Act (EPSLA) – Application to Federal Employees, April 22, 2020

1. **PURPOSE:** To provide guidance on emergency leave provisions for DeCA U.S. employees under the FFCRA.

2. **APPLICABILITY:** This guidance applies to all permanent DeCA U.S. employees and pertains only to the Emergency Paid Sick Leave provisions of the FFCRA. It does not cover the portion of the FFCRA related to Emergency Family Medical Leave for employees serving on temporary appointments. Guidance on that will be issued separately.

3. **RESPONSIBILITIES:** Supervisors are responsible for implementing, monitoring, and enforcing compliance with this guidance. Employees are responsible for adhering to guidelines stipulated in this memorandum.

4. **GUIDANCE:** The FFCRA provides up to 80 hours of emergency paid leave for reasons related to the COVID-19 pandemic. The FFCRA allows up to 80 hours, or part-time employee’s two-week equivalent, of fully or partially paid emergency leave for the following reasons:

(1) 100% of pay for qualifying reasons #1-3 below (up to \$511 daily and \$5,110 total);

(2) Two-thirds of pay for qualifying reasons #4 - 6 below (up to \$200 daily and \$2,000 total).

These leave provisions are effective April 1 through December 31, 2020.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;	4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
2. has been advised by a health care provider to self-quarantine related to COVID-19;	5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.	6. is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

5. PROCEDURES: Interim Time and Attendance Procedures

A. Employees will complete the attached “COVID-19 EPSLA Request Form” and submit it to their supervisor.

B. While the Defense Finance and Accounting Service has designated time and attendance codes that will be used for the two types of leave under FFCRA, the codes are not programmed for the different rates of pay that may apply and will not prevent an employee from taking leave over the statutory limits under the FFCRA, nor enforce the statutory caps on daily or aggregate pay. Supervisors should track the FFCRA statutory limits on leave usage and limitations on cash value and be prepared to submit corrected time and attendance records once the codes are fully programmed for usage. **Employees must be advised that the above revision to their time and attendance record(s) may result in a debt that will be collected later, and, that they will be ineligible to receive a debt waiver for this overpayment.**

C. The attached DeCA Fact Sheet provides additional guidance on taking leave under FFCRA.

6. EFFECTIVE DATE: This guidance is effective April 1 to December 31, 2020.

7. POINT OF CONTACT: For leave related questions, contact Lara Budraski at (804) 734-8000, extension 4-8895 or Carl Bozeman, extension 8-6088. For time and attendance procedures, contact Rosie Leonard extension 4-8622.

Cynthia A. Craft
Director, Human Resources

Attachments:
COVID-19 EPSLA Request Form
DeCA FFCRA Fact Sheet