

NOTICE TO EMPLOYEES

The Families First Coronavirus Response Act (FFCRA or Act) was a law passed by Congress in March of 2020 in response to the COVID-19 pandemic. The FFCRA required certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to the pandemic. The FFCRA expired on December 31, 2020, however, and is no longer binding on employers.

However, in consideration of the on-going virus-related issues and in recognition of the hard work and dedication of University employees throughout the pandemic, the University of Montevallo has decided to voluntarily continue providing to employees who are absent from work due to COVID-19 issues the same leave benefits of the FFCRA through the last day of the Spring of 2021 semester. The University will continue to provide this paid leave to qualifying employees under the terms, conditions, and requirements of the FFCRA as if the Act had not expired.

Please note that this decision does not expand an employee's entitlement to paid leave under FFCRA. The total amount of paid leave available under the Families First Coronavirus Response Act is 80 hours, or a part-time employee's two week equivalent. For example, if an employee has already used their entire bank or allotment of available paid leave (80 hours, or a part-time employee's two week equivalent) under the FFCRA and is then absent for another FFCRA-qualifying condition during the Spring of 2021 semester, that future leave, if approved, must be taken without pay unless the employee chooses to use available paid sick leave or paid vacation leave.

As noted, since the University's decision to provide this paid leave is an expense that is not required by law, the University must closely scrutinize paid leave requests to ensure the employee is qualified and thus will expect appropriate documentation or other verification from the employee to justify the paid leave request. Employees will be informed of the necessary documentation and verification requirements at the time of the request for paid leave. Any falsification or misrepresentation associated with a COVID-19 paid leave request will subject to the employee to discipline, up to and including termination.

The University reserves the right to discontinue this paid leave benefit program at any time, in its sole discretion.