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Major General Michael T. McGuire
THE ADJUTANT GENERAL

8 April 2020

MEMORANDUM FOR ALL AZNG TITLE 5 AND 32 EMPLOYEES

FROM: NGAZ-HRO

Subject: Families First Coronavirus Response Act

1. On March 20, 2020, Congress enacted the Families First Coronavirus Response Act (FFCRA), which is effective April 1, 2020 through December 31, 2020. This memorandum is applicable to permanent and indefinite Title 5 and Title 32 employees. Temporary employees, those with appointments for less than one year, should contact the Federal Human Resources Office for benefits determination.

2. The FFCRA includes two separate sections that address employee leave related to COVID-19: Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Act (EFMLA). Since National Guard employees are not covered by Title 1 of the Family Medical Leave Act, only the EPSL applies to our Title 5 and Title 32 employees.

3. The **FFCRA EPSL** provides up to 80 hours of emergency paid sick leave to all Federal civilian employees in specified circumstances related to COVID-19. This new temporary leave category is in addition to any other paid leave entitlements. An employee qualifies for EPSL if the employee is unable to work (or unable to telework) because the employee:

- a) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- b) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19, the employee's own sickness or quarantine related to COVID-19;
- c) is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- d) is caring for an individual who is subject to quarantine or has been advised by a health care provider to self-quarantine, is experiencing symptoms of and is seeking a medical diagnosis due to COVID-19;
- e) is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

4. The FFCRA ESPL will be coded in time and attendance systems as follows. It is important to note that employees will be paid their regular rate of pay and at a later date DFAS will review their leave and offset their current pay by any amount of overpayment:

- a) For reasons a, b, and c listed above, use “LV-Excused Absence” and environmental hazard code “DX”. Pay will be calculated at 100% of their regular rate of pay for these qualifying reasons for up to \$511 daily and \$5,110 total.
- b) For reasons d and e listed above, use “LV-Excused Absence” and environmental hazard code “DY”. Pay will be calculated at 2/3 of their regular rate of pay for these qualifying reasons, up to \$200 daily and \$2,000 total.

5. Although the FFCRA provided coverage for “caring for a child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons” permanent and indefinite Title 5 and Title 32 employees are **not** eligible for this provision, as they are not covered by Title 1 of the FMLA.

6. All other provisions of the standard FMLA remain intact.

7. The point of contact for questions is Mr. Cristian Acosta, Human Resources Benefits Section, at 602-267-2057 or email at cristian.g.acosta2.mil@mail.mil.

PATRICK J. MCDONNELL, Colonel, AZNG
Human Resources Officer