



Questions and Answers (Q&A)

HR Liaison & MLS Live Event, July 17, 2020

The following questions were submitted by attendees during the July 27, 2020 HR Liaison & MLS Live Teams Event with OHR and Mctime. Answers were provided by Mctime subject matter experts.

Q: Can you use EPSL without applying for EFMLA?

Yes, EPSL (FFCRA – 80 Hours Paid Sick Leave) can be used for other reasons besides childcare. If an employee chooses to use EPSL related to childcare, the employee needs to apply for EFMLA (Childcare) through Employee Self Service.

Q: Do employees need to provide documentation to use EPSL for childcare?

If an employee chooses to use EPSL related to childcare, the employee needs to apply for EFMLA (Childcare) through Employee Self Service. Documentation will be required from the employee.

Q: How do you code for employee not cleared to return to work?

If an employee is not cleared to return to work and the reason is related to COVID, the employee should use Admin Leave – Other with the reason code ADMCOVID. If the employee fits the criteria for EPSL (FFCRA – 80 Hours Paid Sick Leave) the FFCRA leave should be exhausted prior to using Admin Leave – Other with the reason code ADMCOVID.

Q: Can the high-risk employees use EPSL instead of the administrative leave?

A high-risk employee must qualify for the specific guidelines of the FFCRA. In general, this includes for the employee: quarantine, experiencing COVID symptoms and seeking a medical diagnosis or caring for an individual quarantined or experiencing COVID symptoms and seeking a medical diagnosis. Refer to the Timekeeping Guidance Memos on the Mctime Informational Website:
<https://www.montgomerycountymd.gov/mctime/resources.html#Events>

Q: Just to clarify, is the use of EPSL only for this pay period?

No, the FFCRA is in effect beginning April 1, 2020 through December 31, 2020 unless Congress chooses to extend. More information on FFCRA can be found on the OHR Website:
<https://www.montgomerycountymd.gov/HR/Benefits/EmpCoronavirus.html>

Q: If an employee is "fine with using Admin-Other" and doesn't want to apply for FFCRA, what should we do? Can/should we force them to use the FFCRA EPSL?

Employees who qualify for FFCRA EPSL must use FFCRA – 80 Hours of Paid Sick Leave prior to using Admin Leave – Other with the reason code ADMCOVID. Employees only need to **apply** if using FFCRA – Childcare under the Families First Coronavirus Response Act (FFCRA).