



Angela D. Alsobrooks
County Executive

PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

MEMORANDUM

TO: Appointing Authorities
All Employees

FROM: Major F. Riddick, Jr. 
Chief Administrative Officer

DATE: May 4, 2020

RE: Families First Coronavirus Response Act (FFCRA)

In light of the Coronavirus Disease 2019 (COVID-19) pandemic, Congress passed the Families First Coronavirus Response Act (FFCRA), which includes both the Emergency Paid Sick Leave Act (EPSL) and the Emergency Family and Medical Leave Expansion Act (EFMLA). These laws provide additional leave benefits for most employees, including County employees. The FFCRA is effective Wednesday, April 1, 2020, through Thursday, December 31, 2020.

While the FFCRA provides a range of measures designed to ease economic pressures associated with the COVID-19 crisis, two key sections will impact the County's existing leave policies with respect to leave related to COVID-19. Outlined below are the different leave types available and the employees eligible for each under the FFCRA. The attached FFCRA benefits chart also provides an overview of these benefits.

Emergency Paid Sick Leave Act (EPSL)

- **Availability:** April 1 through December 31, 2020
- **About EPSL:** provides up to 80 hours of temporary new emergency paid sick leave to eligible employees who are unable to report to work or telework due to one of the following six COVID-19 related reasons: (1) the employee is subject to a Federal, State, or local quarantine or isolation order; (2) the employee has been advised to self-quarantine by a healthcare provider; (3) the employee is experiencing symptoms and seeking a medical diagnosis; (4) the employee is caring for an individual subject to a quarantine, isolation order, or who has been advised to self-quarantine by a healthcare provider; (5) the employee is caring for their minor child because of school and childcare provider closures; or (6) the employee is experiencing any substantially similar condition as identified by the Secretary of the Department of Health and Human Services.
- **Coverage:** The County will provide up to 80 hours of paid leave for the first two weeks of EPSL. If the employee is using the EPSL for the employee's own condition, they will receive 100% of their regular rate. If the employee is using the EPSL to care for a family member, they will receive two-thirds (2/3) of the employee's regular rate. While the EPSL only requires that this benefit be paid up to a certain cap, Prince George's County has made the decision to ensure that all employees are paid at least two-thirds of their regular salary, even if it exceeds that cap.

- **Eligibility:** Full- and part-time employees (pro-rated for part-time employees), contract and temporary employees. There is no minimum work time requirement.
For some grant-funded employees, any leave eligibility may be dependent upon the terms of the grant. Please review your grant documents and contact OHRM@co.pg.md.us if you have questions.

Emergency Family and Medical Leave Expansion Act (EFMLA)

- **Availability:** April 1 through December 31, 2020
- **About EFMLA:** provides up to 12 work weeks of job and healthcare benefit protected leave to employees who are unable to report to work or telework due to a need to care for their child under the age of 18 whose school or place of care is closed due to COVID-19. Unlike the current Family Medical Leave Act (FMLA), EFMLA allows leave only for school or childcare closures related to COVID-19 and will provide paid leave *after* 10 days under this category. If an employee seeks to claim this benefit, the first 10 days are unpaid but may be supplemented with other leave, including EPSL.
- **Coverage:** The first two weeks of EMFLA are unpaid; however, employees may use EPSL or other accrued leave to receive their regular pay. After the first two weeks, the employee will be paid at two-thirds (2/3) of their salary for any remainder of the 10-week period. In addition, employees may receive full pay by supplementing this benefit with any accrued leave. While the EFMLA only requires this benefit to be paid up to a certain cap, Prince George's County has made the decision to ensure that all employees are paid at least two-thirds of the regular salary, even if it exceeds that cap.
- **Eligibility:** Regular, contractual, and temporary employees employed by the County for at least 30 calendar days and who have not already exhausted all their FMLA benefits. In accordance with authority granted by the Department of Labor, certain employees whose performance is essential to the County's continuity of services are not eligible for either EPSL for childcare purposes or EFML: fire and police personnel, 911 operators, emergency dispatchers, employees of the Prince George's County Health Department, emergency management personnel and employees in the Bureaus of Solid Waste and Water and Wastewater of Department of Public Works and Transportation. However, extenuating and extraordinary circumstances will be reviewed on a case by case basis by OHRM.

Upcoming FFCRA Training

The Office of Human Resources Management (OHRM) Center for Learning and Development (CLD) will host FFCRA trainings for Human Resources Liaisons and all Prince George's County Government employees in May. OHRM CLD will follow up with additional information about these trainings and send instructions on how to register.

Childcare in Maryland for Essential Personnel

On March 25, 2020, Maryland Governor, Larry Hogan announced through an Executive Order, that all childcare providers must close except those identified by the State to provide services to Essential Personnel, such as healthcare providers, public health employees, public safety personnel, and more. Please refer to the [OHRM Employee Update, dated April 7, 2020](#), for more information about no cost childcare for essential personnel.

Employee Mental and Emotional Health

This global health crisis has created many challenges and hardships in our community. While your physical health is important, it is essential at this time that we not neglect our mental and emotional health. Employees that may need assistance with coping with stress or other issues during this time may seek support by reaching out to the Employee Assistance Program. Information can be found at: www.EAPHelplink.com (company code: PRINCE GEORGES).

COVID-19 Information

As we have all seen over these past few weeks, events can and do change very quickly. It is important that employees stay up-to-date with the latest information. If you have any questions, visit the Prince George's County COVID-19 website at www.princegeorgescountymd.gov/3397/Coronavirus or the Centers for Disease Control's COVID-19 website at www.coronavirus.gov.

Conclusion

We will continue to monitor the fast-moving legislative efforts of Congress in support of workers and workplaces during this public health emergency. An interactive online training, applicable FFCRA benefit request forms, and a list of frequently asked questions and answers will be forthcoming for all Human Resource Liaisons (HRLs) and County employees who are interested in learning more about these emergency FFCRA benefits.

For additional questions regarding the impact of the FFCRA to current County policy, please send all inquiries by email at fmla@co.pg.md.us.

cc: Joy A. Russell, Chief of Staff
Tara H. Jackson, Deputy Chief Administrative Officer for Government Operations
Mark A. Magaw, Deputy Chief Administrative Officer for Public Safety and Homeland Security
Floyd E. Holt, Deputy Chief Administrative Officer for Government Infrastructure and Technology
George L. Askew, MD, Deputy Chief Administrative Officer for Health, Human Services and Education
Angie Rodgers, Deputy Chief Administrative Officer for Economic Development
Shawn Y. Stokes, Director, Office of Human Resource Management (OHRM)
Angela M. Beasley, Esq., Deputy Director, Office of Human Resource Management
Kameron Coefield, Deputy Director, Office of Human Resource Management
Conrad Samuels, Associate Director, Office of Human Resource Management
Leonaye Oliver, Manager, Employee Services and Labor Relations Division, OHRM
Human Resources Liaisons