

**To:** Montgomery College Employees  
**From:** Krista Leitch Walker, Vice President/Chief Human Resources Officer  
**Subject:** Update to Families First Coronavirus Relief Act Leave  
**Date:** January 19, 2021

Last spring, Congress enacted the Families First Coronavirus Response Act of 2020 (FFCRA), which required certain employers to provide eligible employees with emergency paid sick leave benefits and/or expanded family leave benefits for certain, specific reasons related to contracting COVID-19, quarantining because of it, or caring for a family member with it. The FFCRA expired on December 31, 2020 and Congress has declined to extend the leave benefits required under the FFCRA beyond December 31, 2020.

Based on this change, the College has modified our COVID-19-related leave provisions. As of January 1, 2021, FFCRA sick leave and FMLA extensions are no longer available for all College benefits-eligible employees that accrue or are granted paid sick and other types of leave. The College's robust leave program for benefited employees continues to offer employees multiple options to address the need for leave, even without the FFCRA.

For employees who do not receive paid leave benefits, which includes part-time faculty, casual temporary staff, and student workers, the College will voluntarily extend the types of paid leave authorized under FFCRA through March 31, 2021. For time tracking purposes in timesheets, we have designated these leaves types as "Emergency Sick Leave" for the up to 80 hours for COVID-19-qualifying sick leave, and "FMLA - FFCRA 2/3 Pay" for the up to 10 weeks for expanded family and medical leave time. These leave types will only remain available for casual temporary and student workers to use through March 31, 2021.

It is essential that all employees communicate with their supervisors regarding circumstances requiring COVID-19-related leave. Additionally, employees who may have a pandemic-related need to use leave, should contact the following individuals in the Office of Human Resources and Strategic Talent Management to confidentially discuss options and receive guidance.

**Full-time faculty, staff, and administrators:**  
[Rowena D'Souza](#), Risk Management Coordinator

**Part-time faculty, casual temporary staff, and student workers:**  
[Farah Vivas](#), HR Specialist for Leave Programs

Any questions regarding completing timesheets should be directed to [Payroll](#).

As the COVID-19 pandemic is ongoing, Congress could revisit the need to further extend federal leave benefits. The College will also continue to monitor this issue and may reevaluate our leave provisions, if needed.

