

The Faculty Lounge Summary

Special Human Resource Edition: COVID, Sick Time, Emergency FMLA, FMLA, Childcare Resources

Back to school Advice

- Daily school check list and virtual check list created by Drs. Sanghavi, Albin, and Kahn.
- Provided here at the link
 - [**Daily School Check List and Virtual Learning Checklist**](#)

Items to discuss with your leadership & your clinic groups; Tips from the field

- Proactively discuss if there are options for remote working if called out for childcare issues (are there tasks that can be handed off to a remote person (in-basket coverage, e-consults, telehealth, quality improvement data collection, educational curricula/lecture development)
- Consider clinic buddies (a backup person to last minute cover you on a day they normally are not in clinic)
- Build in flexibility in all schedules to fit patients in a distributed fashion into multiple schedules
- Education of patients for option to convert to telehealth if in person not possible
- Create a central clinic contact (potentially on-call) for last minute option to cover patients to or to reschedule

We Care: Childcare Resource Finder

- A UTSW initiative aimed at helping those seeking to find childcare services and also provide an opportunity to those who want to assist in providing their own time for childcare services.
- If you are need of services or would like to assist by providing services please click here
 - [**We Care: Childcare Resource Finder**](#)
 - [**Child Care Resources Toolkit**](#)

Bright Horizons

- Full-time benefit-eligible employees can use the program eight times per fiscal year (September–August).
- Part-time benefit-eligible employees can use the program four times per fiscal year.

Back-up Care Costs

- Center-based care for one child: \$20/day
- “Family care” center-based care (2–3 children): \$35/day; counts as only one use for the employee.
- In-home care (up to 3 people per caregiver, 4-hour minimum and 10-hour maximum per day. Counts as one benefit use.): \$7 per hour

➤ **Bright Horizons Account Login**

- Username “**UTSWcare**” and password “**UTSW123#**”. You will have the option to change your username and password after your initial log in.
- You can register by phone at **1-877-BH-CARES (1-877-242-2737)**. Benefits consultants are available 24/7.
- App available at play store or apple store: **Back-Up Care**

Other Childcare Services available



- **Trusting Connections** – The \$120 enrollment fee is waived and gives you access to emergency in-home nanny care at \$24/hr (covers agency fees, taxes, payroll) through **9/22/2020**.
 - **Trusting Connections Registration**
 - **Password: **UTSMC2020****



- **College Nannies and tutors- Registration**
- Has an app to find people last minute
- steve.rangel@collegenannies.com - Keller - we’re still offering enrollment fee waivers and a discounts to our hourly rate
- cmaguire@collegenannies.com - Park Cities and Richardson: We are waiving the On Call Sitter enrollment fee of \$149 for a while longer. If a family needs a nanny we are discounting those placement fees as well. The sitter service a family can book a sitter on our app when they need coverage. A nanny is the same person placed with a family for a set schedule and we require a minimum of 15 hours a week.
- asinha@collegenannies.com - Frisco/west Plano/Allen/McKinney: We are still absolutely honoring the Sitter enrollment fee waiver for frontline workers.

- emily.rogers@collegenannies.com - Northwest Dallas/Southlake: we would be happy to waive your employees membership fees. Our membership fee is \$250 but we will waive for frontline workers.

YMCA

- In response to the COVID-19 related school closures and the urgency for essential workers to report to work, there is a critical need for safe child care options across the country. The YMCA will be providing emergency child care services.
 - **[YMCA Childcare Registration](#)**

Willow Montessori Academy

- Special discount for UTSW Employees: waived registration fee (\$150)
 - **<https://www.willowmontessoriacademy.com>**

Mommies in Need

- Is now accepting applications for their “Virtual Community” a program focused on serving preschool aged children (ages 3-6) that will help alleviate the burden of childcare on families where a parent is ill, disabled, or in the hospital.
 - **[Mommies in Need Registration](#)**

Tutoring Employee Discounts

- Multiple options to choose from found here at:
 - **[Tutoring Discounts](#)**
 - **Must access from the intranet (VPN)**

Tutoring Discount: Varsity Tutors

- Tutoring hours can be shared among students in your family
- Can have up to 5 students from a learning pod on 1 tutoring session
- Can have more than 1 topic covered in a 1.5 hour session
- Younger students (K-5) have 1 hour sessions instead of 1.5 hour sessions at a slightly lower price
- There are other options for group learning tutoring
- UTSWMC code discount will get you 25% off tutoring packages



Visit the link below:

[Varsity Tutors](#)

The Families First Coronavirus Response Act (FFCRA)

The Families First Coronavirus Response Act (FFCRA), which has provided Emergency Paid Sick Leave (EPSA) and Emergency Family Medical Leave (EFMLA) for COVID-related reasons since it was signed into law April 1, will expire Dec. 31. UT Southwestern's policy EMP-262 under the FFCRA will also expire on Dec. 31. Leave Administration, in the Office of Human Resources, is approving eligible employees for EPSL and EFMLA **only through December 31, 2020**. If you need to take leave for COVID-related reasons in 2021, please contact Leave Administration at leaveadministration@utsouthwestern.edu or call 214-648-9840.

Emergency Paid Sick Leave (EPSL)

- Up to 10 days **paid leave** when an employee is **unable to work** (or telework) for specific reasons related to COVID-19
- **All employees** are eligible from first day of employment if they meet a qualifying reason
- Must be taken in a **continuous block of time**, not intermittent
- There is a **pay component** included with EPSL

[Click here for more information](#)

Expanded Family & Medical Leave (EFMLA)

- Expands qualifying reasons for FMLA to include **care of a child whose school/place of care is closed or child care provider is unavailable** for reasons related to COVID-19
- **30 days tenure** required for eligibility, rather than 12 months
- **Intermittent** use allowed
- There is a **pay component** included with EFMLA

[Click here for more information](#)

For more detailed information please visit:

[**Emergency Paid Sick Leave \(EPSL\)**](#)

For more detailed information please visit:

[**Expanded Family & Medical Leave \(EFMLA\)**](#)

UTSW Policies for Emergency Paid Sick Leave and Emergency Family and Medical Leave (COVID-19)



Please click the red tag for the PDF policy

The Families First Coronavirus Response Act (FFCRA) Scenarios/FAQ

- 1. School closes because of COVID but your child was not in a quarantined classroom (ie, not exposed but school closed because of COVID). What leave options are there for me to care for my child while they can't go to school?**

Answer: If the employee is unable to telework, they can apply for EFMLA. They can also apply for EPSL for pay during the first 2 workweeks of EFMLA.

- 2. Callier currently (8/10/2020) has a travel restriction policy due to COVID that if any member of the household travels out of state, that the child has to be quarantined for 14 days before coming back to Callier. Since this is a COVID related reason that the child cannot go to daycare/school, what type of leave can be used?**

Answer: The employee should request to use vacation leave.

- 3. If I take 3 days of EPSL and then get quarantined again a month later, do I still have 7 days of EPSL available or do I need to use sick leave?**

Answer: The employee can apply for EPSL as a 2nd request. It is important to note that there may or may not be 7 days remaining available after 3 days of usage. Eligible employees are entitled to receive up to 2 workweeks of EPSL, but not necessarily 10 days. It always depends on the total amount of days that 2 workweeks equate to for each employee. (Examples: Employee works five 8-hour days weekly would have a total of 10 days for 2 workweeks; employee that works four 10-hour days weekly would have a total of 8 days for 2 workweeks; employee works three 12-hour days weekly would have a total of 6 days for 2 workweeks & etc.)

4. When should I apply for leave (ie, if I'm out more than 3 days then I should apply for EFMLA if COVID related and then FMLA)?

Answer: EFMLA is only for leave related to childcare when the school or daycare is closed due to COVID. If the employee is out for greater than 3 days due to an illness, they should apply for FMLA as soon as they realize they will be incapacitated for more than 3 days. If the illness is COVID related, they should apply for EPSL in addition to the FMLA.

5. How do I start intake paperwork?

Answer: The links to the request forms for each are provided below:

[FMLA](#)

[EMFLA](#)

[EPSL](#)

For any additional information or questions please feel free to contact:

Leave Administration:

Ph# (214)-648-9840 or email leaveadministration@utsouthwestern.edu