

## MEMO

**Date:** April 17, 2020  
**To:** All Administrative Offices Staff  
**From:** Accounting Office  
**RE:** Payroll changes in response to COVID-19

As you are all aware, we are in a time of uncertainty as a result of the COVID-19 pandemic. The Archbishop has committed to paying all Administrative Offices employees their normal pay through April 23<sup>rd</sup>. Unfortunately, there will be necessary changes to payroll after that date.

In recent days, the [Families First Coronavirus Response Act \(FFCRA\)](#) was passed which allows for certain eligible employees to receive either 100% of their pay or 2/3 of their pay if they qualify under the act. There are two components to the FFCRA. The first is Emergency Paid Sick Leave (**EPSL**). To qualify under this type of leave you must fall into one of the following categories:

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19; (*Please note that the Governor's Stay At Home order does not constitute a state quarantine or isolation under this Act*)
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual who is subject to an order in category 1 or has been advised in category 2;
5. The employee is caring for his or her child if the child's school or place of care is closed, or the child's care provider is unavailable, due to COVID-19 precautions; or
6. The employee 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.

If an employee qualifies under categories 1, 2, or 3 above, they are eligible to receive 100% of their pay (not to exceed \$511/day) for 80 hours. If an employee qualifies under categories 4, 5, or 6 above, they are eligible to receive 2/3 of their pay (not to exceed \$200/day) for 80 hours.

The second component of the FFCRA is an expansion of the Family and Medical Leave Act (**EFMLA**). This component only covers those employees who are caring for his or her child if the child's school or place of care is closed, or the child's care provider is unavailable, due to COVID-19 precautions. Employees who qualify will receive an additional 10 weeks paid leave at 2/3 of their pay (not to exceed \$200/day).

## **Employee Categories**

Beginning on April 24<sup>th</sup>, any employee that qualifies under these ACTs will need to submit a request for leave. Below are additional details on how to request leave under these acts. In addition, below are instructions on how to code your time on your timesheet.

1. **Able to Work** – employees who are able to continue their normal number of hours worked by working remotely.
  - Actual time worked will be coded as regular on time sheets.
  
2. **Not able to work but qualifies for Emergency Paid Sick Leave (Categories 2 or 3)** – As noted above, employees in this category will be eligible for 2 weeks (80 hours) of emergency paid sick leave at 100% of their normal pay (up to \$511 per day). At this time, Category 1 of the EPSL is not applicable.
  - You must request this leave through an email to your direct supervisor AND the payroll administrator (Elizabeth Eumont at [eeumont@arch-no.org](mailto:eeumont@arch-no.org)). The email should state why you are unable to work (including working remotely), the qualifying reason for the leave requested, and the dates for which the leave is requested. If a doctor's note is available to support the leave request, it should be submitted along with the leave request.
  - Benefits will continue as normal during this leave.
  - Time will be coded to a **new code** on time sheets called **COVID-19 Sick – 100%**.
  
3. **Not able to work but qualifies for Emergency Paid Sick Leave (Categories 4 or 6)** – As noted above, employees in this category will be eligible for 2 weeks (80 hours) of emergency paid sick leave at 2/3 of their normal pay (up to \$200 per day).
  - You must request this leave through an email to your direct supervisor AND the payroll administrator (Elizabeth Eumont at [eeumont@arch-no.org](mailto:eeumont@arch-no.org)). The email should state why you are unable to work (including working remotely), the qualifying reason for the leave requested, and the dates for which the leave is requested. If a doctor's note is available to support the leave request, it should be submitted along with the leave request.
  - Benefits will continue as normal during this leave.
  - Time will be coded to a **new code** on time sheets called **COVID-19 Sick – 2/3 pay**.
  
4. **Not able to work/Reduced work due to need to care for children (Category 5)** – Employees who are unable to work or who are only able to work a reduced schedule due to the need to care for a child whose school or normal care provider is closed due to COVID- 19. As noted above, employees in this category will be eligible for 2 weeks (80 hours) of emergency paid sick leave and an additional 10 weeks of expanded family and medical leave time both paid at 2/3 of their normal pay (up to \$200 per day).
  - You must request this leave through an email to your direct supervisor AND the payroll administrator (Elizabeth Eumont at [eeumont@arch-no.org](mailto:eeumont@arch-no.org)). The email should state why you are unable to work (including working remotely), the qualifying reason for the leave requested, and the dates for which the leave is requested. If a formal notice is available for the school or care provider regarding the closure, it should be submitted along with the leave request.

- If you are able to work a reduced schedule, you must notify your direct supervisor AND the payroll administrator (Elizabeth Eumont at [eeumont@arch-no.org](mailto:eeumont@arch-no.org)) of that ability. A formal agreement will be put in place to document the number of hours you will be working on a weekly basis (must be in 1 hour increments). The time worked will be paid based on your normal pay rate. Remaining time will be paid at 2/3 of your normal pay as discussed above.
  - Benefits will continue as normal during this leave.
  - Actual time worked will be coded as regular on time sheets.
  - Time not worked will be coded based on the type of leave used (first 80 hours - under EPSL) code to **COVID-19 Sick – 2/3** and (remaining time - under EFMLA) code to **COVID-19 Family**.
5. **Reduced Work (Partial Furlough)** – employees whose hours are reduced and are expected to work those hours either remotely or in person.
- Your department head will provide you with a “Change of Employment Status due to Coronavirus” form to reflect your status as “partially furloughed”. The form will reflect the number of hours you will be working on a weekly basis (must be in 1 hour increments) as well as the amount to be paid for the time worked under the agreement.
  - You will not accrue additional vacation or sick time during the time you are furloughed.
  - You can choose to receive your accumulated vacation time until your balance is exhausted to continue to receive pay to supplement your hours worked.
  - Actual time worked will be coded as regular on time sheets.
  - You will be allowed to maintain your current insurance benefits (health, dental, vision and voluntary life) through at least June 30<sup>th</sup>. However, if your pay check is insufficient to cover the normal deductions for the insurance benefits, you will be responsible for the uncovered portion. This portion must be paid to the accounting office prior to the 1<sup>st</sup> of the month.
  - Employees who are partially furloughed may be eligible to apply for Pandemic Unemployment Assistance. You may apply via the website [www.louisianaworks.net/hire](http://www.louisianaworks.net/hire) or call 866-783-5567.
6. **Not able to work (Furlough)** – employees for whom work is unavailable.
- Your department head will provide you with a “Change of Employment Status due to Coronavirus” form to reflect your status as “furloughed”
  - You can choose to receive your accumulated vacation time until your balance is exhausted.
  - You will not accrue additional vacation or sick time during the time you are furloughed.
  - You will be allowed to maintain your current insurance benefits (health, dental, vision and voluntary life) through at least June 30<sup>th</sup>. You will be responsible for paying your normal deductions for your insurance benefits which must be paid to the accounting office prior to the 1<sup>st</sup> of the month.
  - Employees who are furloughed may be eligible to apply for Pandemic Unemployment Assistance. You may apply via the website [www.louisianaworks.net/hire](http://www.louisianaworks.net/hire) or call 866-783-5567.

**CHANGE REQUIRED IN PAY CHECK DATES**

In order to properly implement the payroll changes described above, the Administrative Offices will need to change pay dates effective immediately. The Pay Date is the day you will receive your direct deposit in your bank account. Pay periods will be the 1<sup>st</sup> – 15<sup>th</sup> and the 16<sup>th</sup> – the end of the month. This means that you will receive your pay later than normal. The pay dates for each pay period are outlined below.

To ease the burden to this different schedule, the April 30<sup>th</sup> pay period will be split into two. You will receive two separate direct deposits. One on 4/30/20 and the next one on 5/7/20. Due to this change, the upcoming 4/30/2020 pay check will include 7 days out of 11 (63.64%). The 5/7/2020 pay check will include 4 days out of 11 (36.36%).

<b>Pay period dates</b>	<b>Pay Date (Direct Deposit)</b>
4/7/2020 - 4/23/2020	4/30/2020
4/24/2020 - 4/30/2020	5/7/2020
5/1/2020 - 5/15/2020	5/22/2020
5/16/2020 - 5/31/2020	6/5/2020
6/1/2020 - 6/15/2020	6/22/2020
6/16/2020 - 6/30/2020	7/7/2020
7/1/2020 - 7/15/2020	7/22/2020
7/16/2020 - 7/31/2020	8/7/2020
8/1/2020 - 8/15/2020	8/21/2020
8/15/2020 - 8/31/2020	9/8/2020
9/1/2020 - 9/15/2020	9/22/2020
9/16/2020 - 9/30/2020	10/7/2020
10/1/2020 - 10/15/2020	10/22/2020
10/16/2020 - 10/31/2020	11/6/2020
11/1/2020 - 11/15/2020	11/20/2020
11/16/2020 - 11/30/2020	12/7/2020
12/1/2020 - 12/15/2020	12/22/2020
12/16/2020 - 12/31/2020	1/7/2021



Along with these changes, the work week will be defined as a 35 hour week; therefore, vacation and sick will accrue at the same rate (7 hrs. per day). See revised vacation schedule below. *This supersedes the Staff handbook dated June 2017.*

0 - 24 months (2 years)	10 Days per year (2.92 hrs/pay period)
25 - 96 months (8 years)	15 Days per year (4.38 hrs/pay period)
More than 96 months	20 Days per year (5.83 hrs/pay period)

If you have questions, please contact Elizabeth Eumont in the Accounting Office at [eeumont@arch-no.org](mailto:eeumont@arch-no.org).

*Thank you sincerely,*

***Accounting Office***



**7887 Walmsley Ave.**

**New Orleans, LA 70125**