

HOW DO EMPLOYEES REPORT THIS TIME?

Once approved, employees report their time as follows:

- Employees have the following options in weeks one and two:
 - Record only FMLA2 and remain unpaid;
 - Record FMLA2 and any combination personal leave (sick, vacation, holiday, or compensatory time) in order to receive 100% pay; or,
 - Record FMLA2 and up to 80 hours of EMSC2 (Emergency Sick Leave) at 2/3 of their regular rate of pay, up to \$200 daily (assuming this has not already been utilized).
- During the remaining expanded family and medical leave (up to 10 weeks) employees will record FMLAE in order to record the FML time and be paid at 2/3 of the employee's regular rate of pay, up to \$200 daily and \$12,000 total.

ASTRA and Kronos users may enter time differently.