

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 2, 2020

Updated by OSUP Memorandum #2020-47

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-46

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Families First Coronavirus Response Act (FFCRA) – Leave Provisions
Update to [OSUP Memorandum #2020-45](#)

As provided in [OSUP Memorandum #2020-45](#), the Families First Coronavirus Response Act (FFCRA), [H.R. 6201](#), includes several provisions that impact HR/Payroll. Please refer to State Civil Service General Circulars [2020-020](#) and [2020-021](#) for a summary of the two paid leave provisions of FFCRA: Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion.

Note: The payroll tax credit provisions of FFCRA are not applicable to public employers, thus the costs of the required paid leave will not be reimbursed to the State.

The Office of State Uniform Payroll (OSUP) continues to work with State Civil Service (SCS) and the LaGov HCM technical team to prepare information for HR/Payroll offices and to provide a system mechanism to enter and track the leave requirements of the FFCRA. The FFCRA's leave provisions are effective beginning April 1, 2020, and employers have until April 18, 2020 to implement the provisions.

As previously instructed, until LaGov HCM system changes are in place, agencies should use the leave guidance provided by SCS in their [General Circulars](#). Retroactive corrections may be needed to correctly record and track FFCRA leave taken on or after April 1, 2020.

As a reminder, the US Department of Labor's Wage and Hour Division (WHD) has provided the following compliance assistance material:

- [Questions and Answers](#)
- [Fact Sheet for Employers](#)
- [Fact Sheet for Employees](#)

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- [WHD COVID-19 Resource Page](#) (includes the three previous bullet items).

Employee questions should be directed to the applicable agency's HR office. HR staff should contact their State Civil Service Agency Relationship Manager for questions related to the Civil Service leave rules. Additional questions should be directed to the OSUP leadership team at _DOA-OSUP-PRNotifica@LA.GOV. Please include FFCRA in the subject line of the e-mail.

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