

May 19, 2020

To: Business Officers

Re: Update: FFCRA Leave Entitlement Calculations for Part-Time Employees with Variable Schedules

A new Cognos report has been put into production and is designed to assist in determining the FFCRA leave entitlements **for part-time employees with variable schedules**. Federal Regulations provide specific requirements as to how those entitlements are to be calculated such as using a six-month lookback, and also including all hours worked as well as all hours on leave. The Regulations even go so far as to describe the mathematical method for the calculation, which differs between the two types of leave.

Because of the complexity of complying with these regulations this report was created to help locations with the calculation. We are attaching the [Guidance for Calculating EPSL and EFML Entitlements](#) – instructions for running the report, as well as the cells that contain information on the leave entitlements. As you can see from the screenshot below, a six-month period should be entered and the individual entitlements are returned.

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|---|-----|------------------|-----------|-------------------------|----------|
| UNIVERSITY OF CALIFORNIA | | UCPath | | R-053 FFCRA Entitlement | |
| Report Run Date: May 18, 2020 2:44:08 PM | | | | | |
| Report Source : DDODSPRD | | | | | |
| Earnings : Eligible Earnings Only | | | | | |
| Earnings Date From : Nov 18, 2019 To May 18, 2020 | | | | | |
| Employee ID : 10026296 | | | | | |
| Calendar Days | 183 | EPSL Entitlement | 12.202186 | EPSL Daily Hours | 1.220219 |
| Work Days | 130 | EFML Entitlement | 61.346154 | EFML Daily Hours | 1.226923 |

Hopefully, this will make determining the appropriate entitlement much easier.