

To: Montgomery College Employees and Supervisors

From: Krista Leitch Walker, Vice President/Chief HR Officer
Office of Human Resources and Strategic Talent Management

Subject: **Update #2 to Families First Coronavirus Relief Act Leave**

Date: March 31, 2021

The College's voluntary [extension of COVID-19 relief provisions](#) for employees who do not receive paid leave benefits will continue through June 30, 2021. These temporary leave provisions ensure that part-time faculty, casual temporary staff, and student workers are eligible for emergency paid sick leave for specific circumstances related to contracting COVID-19, quarantining because of it, caring for a family member with it, or a vaccination appointment during scheduled work hours.

Benefits-eligible employees that accrue or are granted paid sick and other types of leave may use the multiple options available to them through the standard leave program.

For time tracking purposes in casual temporary and student worker timesheets, these leave types are designated as "Emergency Sick Leave" for the up to 80 hours for COVID-19 qualifying sick leave, and "FMLA-FFCRA 2/3 Pay" for the up to 10 weeks for expanded family and medical leave. These leave types will only remain available for use casual temporary and student workers through June 30, 2021.

It is essential that all employees communicate with their supervisors regarding circumstances requiring COVID-19 related leave. Additionally, employees who may have a need to use leave for COVID-19 related purposes are required to contact the following individuals in the Office of Human Resources and Strategic Talent Management (HRSTM) to confidentially discuss options and receive guidance.

Part-time faculty, casual temporary staff, and student workers:

[Farah Vivas](#), HR Specialist for Leave Programs

Full-time faculty, staff, and administrators:

[Rowena D'Souza](#), Risk Management Coordinator

The College continuously monitors circumstances related to the COVID-19 pandemic and may reevaluate our leave provisions, if needed. HRSTM will keep the College community informed of any updates or changes.