



Unified Court System

OFFICE OF COURT ADMINISTRATION


JOHN W. MCCONNELL, ESQ.
EXECUTIVE DIRECTOR

CAROLYN J. GRIMALDI, ESQ.
DIRECTOR, DIVISION OF HUMAN RESOURCES

NANCY J. BARRY, ESQ.
CHIEF OF OPERATIONS

MEMORANDUM

To: Nonjudicial Employees

From: Carolyn Grimaldi 

Date: June 16, 2020

Subject: Families First Coronavirus Response Act
(Emergency Paid Sick Leave and FMLA Leave Expansion)

This Memorandum provides information and guidance concerning the Families First Coronavirus Response Act (FFCRA), which was enacted to assist employees affected by the COVID-19 public health emergency. Under the FFCRA, employees may be eligible for up to 2 workweeks of job-protected Emergency Paid Sick Leave for certain COVID-19 related reasons and up to 12 workweeks of job-protected leave under expanded provisions of the Family and Medical Leave Act, between April 2, 2020 and December 31, 2020.

Emergency Paid Sick Leave Act

Under the Emergency Paid Sick Leave Act (EPSLA), employees unable to work due to any of the Qualifying Events listed below are eligible for up to 2 workweeks¹ of paid sick leave during the period April 2, 2020 through December 31, 2020. Depending upon the Qualifying Event for which leave is taken, the rate of pay may be the employee's Regular Rate or a reduced rate. (See "Rate of Pay" in *General Provisions Applicable to EPSLA and EFMLEA Leaves*, below)

Eligibility

Any employees unable to work (including telework) due to one of the specified Qualifying Events are eligible for EPSLA leave. Employees are not required to exhaust their accrued leave before requesting EPSLA leave.

Qualifying Events

- (1) The employee is subject to a Quarantine Order²;

¹ Full-time employees are entitled to a maximum of 70 hours of such leave. Less than full-time employees are entitled to the number of hours that such employee works, on average, over a two-week period.

² New York State law similarly provides for 2 workweeks of paid leave for employees subject to a Quarantine Order. This leave runs concurrent with the EPSLA.

- (2) The employee has been advised by a health care provider to self-quarantine, isolate, shelter-in-place, or otherwise stay at home, due to COVID-19³;
- (3) The employee is experiencing COVID-19 symptoms⁴ and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is either subject to a Quarantine Order or has been advised by a health care provider to quarantine, isolate, contain, shelter-in-place, or otherwise stay at home, due to COVID-19⁵; or
- (5) The employee is caring for his/her child[ren] whose school or daycare is closed, or childcare provider is not available because of COVID-19 reasons and there is no other suitable person is available to provide care.⁶

EPSLA & Leave for Quarantine

The paid leave available under the EPSLA for Qualifying Conditions (1), (2) and (3) overlaps with an existing paid leave benefit, i.e. Leave for Quarantine. Therefore, any leave granted to employees under Leave for Quarantine on or after April 2, 2020 is counted towards the leave available under the EPSLA, i.e. employees that have been granted Leave for Quarantine for 10 workdays or more on or after April 2, 2020, are not entitled to additional leave under the EPSLA regardless of the Qualifying Event.

Employees granted Leave for Quarantine for less than 10 days on or after April 2, 2020, shall be eligible for EPSLA leave for the time remaining to a combined maximum of 10 workdays of leave under the EPSLA and Leave for Quarantine. For example, an employee that was granted 5 days of Leave for Quarantine after April 2, 2020 is entitled to request up to 5 days of leave under the EPSLA for any Qualifying Event.

However, employees who have exhausted EPSLA leave for any Qualifying Event may still be eligible for Leave for Quarantine if: they become subject of a Quarantine Order; experience COVID-19 symptoms and are seeking a medical diagnosis; or, are otherwise directed by a health care provider to quarantine, isolate, shelter-in-place or stay home based on the health care provider's assessment that the employee has or may have COVID-19.

³ Based on the health care provider's assessment that the employee has or may have COVID-19 or is particularly vulnerable to COVID-19.

⁴ Fever, dry cough, shortness of breath, sudden loss of taste and/or smell, or any other symptoms identified by the U.S. Centers for Disease Control and Prevention (CDC).

⁵ Based on the health care provider's assessment that the individual has or may have COVID-19 or is particularly vulnerable to COVID-19.

⁶ A 6th Qualifying Event allows for other "substantially similar conditions" to be covered under the EPSLA, as determined by the U.S. Secretary of Health and Human Services (HHS), however, no such conditions have been specified to date. We will update you should other conditions qualifying for leave under the EPSLA be added by HHS.

Notice & Procedure for Requesting EPSLA Leave

Employees must provide as much notice of the need for EPSLA leave as is practicable under the circumstances. Such notice must be provided to the local HR Administrator.

The local HR Administrator will provide the employee with the “FFCRA Leave Form (UCS-48-CV19)”, a copy of which is attached to this Memorandum, when the employee provides notice of the need for leave or anytime an employee is directed to leave work (or not report to work) following notice from the Court System that they may have been exposed to/in contact with a COVID-19-positive individual in the workplace.

The completed UCS-48-CV19 must be submitted by the employee, along with any back-up documentation as may be applicable/required, to the Division of Human Resources via email at HR-FFCRA@nycourts.gov or by fax at 212-428-2513.

An employee that is directed to leave work (or not report to work) following notice from the Court System of their potential exposure to COVID-19 in the workplace will be provided with EPSLA leave to allow the employee to consult with his/her health care provider. The employee will be required to provide documentation from his/her health care provider either clearing the employee to return to work or substantiating the need for further EPSLA leave (i.e. completed UCS-48-CV19).

An employee that fails to submit the UCS-48-CV19, or to provide any substantiating documentation that may be applicable/required, will be notified of the deficiency, in writing, as soon as possible and be given an opportunity to correct it. Failure to provide the required information may result in the denial of leave.

An employee requesting leave under the EPSLA will be notified, in writing, by the Division of Human Resources as to whether their request is approved or denied.

Emergency Family and Medical Leave Expansion Act

The Emergency Family and Medical Leave Expansion Act (EFMLEA) provides up to 12 workweeks of leave to eligible employees who are unable to work due to a need to care for their child(ren) for specified reasons related to COVID-19. The first 2 weeks of EFMLEA leave are granted on an unpaid basis (subject to substitution of accruals or EPSLA leave), with the balance of such leave paid at a reduced rate. (See “Rate of Pay” in *General Provisions Applicable to EPSLA and EFMLEA Leaves*, below)

Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave. Leave taken under the EFMLEA is included in (i.e. not in addition to) the regular FMLA leave entitlement of 12 workweeks per calendar year.

Eligibility

Any employees that have been employed by the Court System for at least 30 days and are unable to work (including telework) due to a need to care for their child(ren) when a school or place of care has been closed, or when the regular childcare provider is unavailable for reasons related to COVID-19 and there is no other suitable person available to care or the child(ren), are eligible for EFMLEA leave.

Duration of Leave

Employees are entitled to up to 12 workweeks of leave to use between April 2, 2020 and December 31, 2020 for the childcare reasons described above. This leave falls under the regular 12-week entitlement of FMLA leave for eligible employees during the 2020 calendar year.

For example, an employee that has already taken 6 weeks of FMLA leave this calendar year for other qualifying reasons will only have 6 weeks of leave available under the EFMLEA for the remainder of this calendar year.

Notice & Procedure for Requesting EFMLEA Leave

The same notice and procedure for requesting EPSLA leave is applicable to leave under the EFMLEA. (See “Notice & Procedure for Requesting EPSLA Leave”, above)

General Provisions Applicable to EPSLA and EFMLEA Leaves

Definitions

Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability.

Childcare provider means a provider who receives compensation for providing childcare services on a regular basis, including: a center-based childcare provider; a group home childcare provider; and a family childcare provider, which includes a family member, friend or neighbor who regularly cares for the employee’s child.

School means an elementary or secondary school.

Individual means an immediate member of the employee’s family, a person who regularly resides in the employee's home or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she were quarantined/self-quarantined.

Quarantine Order means an order issued by Federal, State, or local public authorities that directs an employee, or an individual under the employee’s care, to quarantine, isolate, shelter-in-place, or otherwise stay at home due to COVID-19.

Regular Rate of Pay is the compensation the employee receives for his/her regularly scheduled work hours, or, where an employee works varying hours, the compensation the employee would receive based upon an average of the hours worked in the six months preceding the first day of leave, to the extent applicable.

Rate of Pay During Leave

<u>EPSLA Qualifying Event</u>	<u>Reason for Leave</u>	<u>Rate of Pay EPSLA Leave</u>	<u>Rate of Pay EFMLEA Leave</u>
(1)	Employee subject to Quarantine Order	Regular Rate	EFMLEA Leave Not Available

<u>EPSLA Qualifying Event</u>	<u>Reason for Leave</u>	<u>Rate of Pay EPSLA Leave</u>	<u>Rate of Pay EMFLEA Leave</u>
(2)	Employee directed to Quarantine, Isolate, Shelter-in-Place, Stay Home	Regular Rate	EFMLEA Leave Not Available
(3)	Employee experiencing COVID symptoms and consulting with health care provider	Regular Rate	EFMLEA Leave Not Available
(4)	Employee caring for an individual directed to Quarantine, Isolate, Shelter-in-Place, Stay Home	2/3 Regular Rate, not to exceed \$200/day or \$2,000 in total	EFMLEA Leave Not Available
(5)	Loss of childcare due to COVID (e.g., school closure etc.)	2/3 Regular Rate of Pay, not to exceed \$200/day or \$2,000 in total	<u>First 2 weeks</u> unpaid <i>unless</i> employee elects to substitute personal leave accruals (paid at Regular Rate), or EPSLA days (paid at 2/3 Regular Rate not to exceed \$200/day or \$2,000 in total) <u>Remaining (up to 10) weeks</u> 2/3 Regular Rate, not to exceed \$200/day or \$10,000 in total

Intermittent Leave

Neither the EPSLA nor EFMLEA require that leave be provided on an intermittent basis. However, to balance employees’ childcare needs with the operational needs of the courts, the Court System will grant EPSLA leave for Qualifying Event (5), i.e. childcare, and EFMLEA leave, on an intermittent basis, in no less than full day increments.

For example, where an employee only needs leave to care for his or her child(ren) on Tuesdays and Thursdays, the employee will be permitted to take EPSLA or EFMLEA leave for those 2 days and work their regular shift the remainder of the workweek.

No Carryover

Unused EPSLA or EFMLEA benefits are not subject to carryover and will not be available for use after December 31, 2020.

Substitution of Accruals

An employee may only substitute his/her own leave accruals for the unpaid portion of EFMLEA leave, i.e. during the first 2 weeks. An employee is not permitted to charge his/her own leave accruals for any period of EPSLA or EFMLEA leave that the employee is otherwise being paid, i.e. to make up the difference between 2/3 pay and the employee's regular rate of pay.

Restoration to Position

Upon returning from EPSLA or EFMLEA leave, an employee must be returned to the same or a substantially equivalent position but is not afforded any greater right(s) to employment as would otherwise exist under any applicable law, rule, regulation and/or applicable collective bargaining agreement.

Prohibited Actions

No employee may be discharged, disciplined or discriminated against because the employee took leave under the EPSLA or EFMLEA, or in retaliation for the employee filing a complaint or other proceeding, or for testifying in any proceeding related to leave under the EPSLA or EFMLEA.

The U.S. and New York State Departments of Labor are authorized to investigate claims/complaints regarding COVID-19 leaves.

Any questions concerning this memorandum should be directed to the Division of Human Resources at 212-428-2515 or via email at: HR-FFCRA@nycourts.gov

FFCRA Leave Form

Emergency Paid Sick Leave Act & Emergency Family and Medical Leave Expansion Act

To request a leave related to COVID-19 under the Emergency Paid Sick Leave Act (EPSLA) and/or Emergency Family and Medical Leave Expansion Act (EFMLEA) please complete this Form and submit it to the Division of Human Resources, along with such supporting documentation, as indicated or otherwise appropriate, *via* email: HR-FFCRA@nycourts.gov or *via* fax: 212-428-2513.

(Please Print)

Name (Last, First): _____ Employee ID: _____

Title: _____ Work Location: _____

Primary Phone: (_____) _____ Primary Email: _____

- I am unable to work (including telework) due to one of the conditions/events described below.
- I am unable to physically report to work due to one of the conditions/events described below but capable of performing duties remotely (i.e. telework).

I AM REQUESTING EPSLA LEAVE FROM _____ THROUGH _____ BECAUSE:

- I am subject to a Federal, State, or local Quarantine Order due to COVID-19. (**Attach a copy of the Quarantine Order**)
- I have been directed by a health care provider to self-quarantine, isolate, shelter-in-place or otherwise stay home due to concerns related to COVID-19. (**Attach a copy of documentation from health care provider**)
- I am experiencing COVID-19 symptoms and seeking a medical diagnosis. (**Follow up with documentation from health care provider**)
- I need to care for an individual who is either subject to a Quarantine Order or has been directed by a health care provider to self-quarantine, isolate, shelter-in-place or otherwise stay home due to concerns related to COVID-19. (**Attach a copy of the Quarantine Order or documentation from health care provider, as applicable**)
- I need to care for my child[ren] because my child[ren]'s school or daycare closed or my regular childcare provider is unavailable related to COVID-19 concerns and there is *no other suitable person available to care for my child[ren]* during the requested period of leave.*

Name[s] and age[s] of child[ren]: _____

Name of school(s)/day care provider(s): _____

Date(s) closed/unavailable: _____

***EPSLA leave for this event runs concurrent with EFMLEA leave - please complete next section.**

I AM REQUESTING EFMLEA LEAVE FROM _____ THROUGH _____
AS FOLLOWS:

One continuous block of time.

Intermittent (in no less than full day increments).

Indicate days on which leave is needed (e.g. M/W/F each week, T/Th each week etc.):

For the unpaid portion of my EFMLEA leave, I elect to (choose as many as applicable):

Charge EPSLA Leave

Charge Personal Leave Accruals (AL/CT, indicate order) _____

Take Unpaid Leave

I attest that the above information is accurate and complete to the best of my knowledge. I understand that the granting of leave does not extend my employment beyond a period where it would otherwise terminate by operation of law, rule or regulation. I also understand that it is my responsibility to update my local HR Administrator if there is a change in circumstances while on leave.

Employee Signature: _____ Date: _____

Division of Human Resources Use Only:

This request is: Granted as requested

Granted as modified below

Denied

By Director of Human Resources or designee:

(Print Name/Title): _____

Signature: _____

cc: Employee
Local HR Administrator
OCA Payroll
OCA Time Management

**Families First Coronavirus Response Act
(EPSLA and EFMLEA Leaves)
FAQs**

Please refer to the following Frequently Asked Questions (FAQs) in connection with the June 16, 2020 Memorandum regarding leaves available under the FFCRA:

1. Is there a minimum service requirement to be eligible for leave under the EPSLA/EFMLEA leave?

All employees are eligible, including part-time employees for EPSLA, but EFMLEA requires at least 30 days before the first date of leave requested.

2. How much EPSLA leave are employees entitled to?

Up to 2 workweeks, i.e. maximum of 70 hours, to be used between April 2, 2020 and December 31, 2020.

3. Can unused EPSLA or EFMLEA leave be used or carried over past December 31, 2020?

No. ESPLA and EFMLEA leaves are only available for use in the 2020 calendar year.

4. How many hours of EPSLA leave are part-time employees entitled to?

A part-time employee is entitled to leave, on a prorated basis, based on the number of hours the employee is normally scheduled to work over a two-week period, i.e. an employee that works (.5) time is entitled to 35 hours of EPSLA.

5. How many hours of EPSLA leave is an employee entitled to when his/her work schedule varies from week- to-week?

If the employee's schedule varies, a 6-month average is used to calculate the number of hours the employee works per day and is otherwise entitled to EPSLA leave for. If the employee has worked for less than 6 months, the average will be based upon the hours worked from the employee's date of hire. The same "averaging" method is used regardless of whether the employee with a varied schedule is full- or part-time.

6. Does "unable to work (including telework)" mean that an employee must be allowed to work from home?

No. Where the Qualifying Event only prevents the employee from physically reporting to work (and the employee is otherwise fit/capable to perform his/her job duties), the Court System will determine whether operational needs can be met by allowing the employee to telework. If not, the employee is entitled to EPSLA and/or EFMLEA leave, as applicable for the Qualifying Event.

7. What does “particularly vulnerable to COVID-19” mean?

This means that the employee’s health care provider (or the health care provider of an individual for whom the employee is providing care) believes that the employee (or individual for whom the employee is caring) has a higher risk for contracting the virus or is more likely to suffer complications if they were to contract the virus.

8. Is an employee entitled to leave under the FFCRA for purposes of elder care?

Not unless the individual for which the employee is providing care is subject to a Quarantine Order or has been directed by a health care provider to quarantine, isolate or stay home based on the health care provider’s assessment that the individual has or may have COVID-19 or is particularly vulnerable to the virus.

For example, where an employee’s elderly parent has been directed by his/her health care provider to isolate (at home) because they are vulnerable to COVID-19 the employee would be eligible for up to 10 days of leave under the EPSLA if the employee is needed to remain home to care for him/her.

9. May an employee take two weeks of EPSLA leave while subject to a Quarantine Order and then use EPSLA leave for another Qualifying Event provided under the EPSLA?

No, because EPSLA leave runs concurrently with “Leave for Quarantine” and is capped at 2 workweeks—or 70 hours - regardless of the Qualifying Event for which leave is taken.

10. Does “Leave for Quarantine” under the Court System’s current Time and Leave Policy and EPSLA leave run concurrently?

Yes. Any Leave for Quarantine granted to employees on or after April 2, 2020 will be counted towards the 2-workweek EPSLA leave entitlement.

However, Leave for Quarantine remains available to an employee that has exhausted EPSLA leave and thereafter: becomes subject to a Quarantine Order; is experiencing COVID-19 symptoms and seeking a medical diagnosis; or is otherwise directed by a health care provider to self-quarantine, isolate, shelter-in-place, or stay home due to the health care provider’s belief that the employee has or may have COVID-19. In such case, the employee will be provided Leave for Quarantine pursuant to the recommendation of the public health authority or health care provider, as applicable.

For example, an employee is granted 10 workdays of EPSLA leave to care for an individual subject to a Quarantine Order. Thereafter, the employee comes into close contact with an individual that has tested positive for COVID-19 and is directed by his/her health care provider to isolate for 14 calendar days. The employee is entitled to paid leave at his/her Regular Rate, i.e. Leave for Quarantine, for any absences from work during the 14-day period recommended by his/her health care provider.

11. Does “Leave for Quarantine” cover an employee who cannot report to work because they are “particularly vulnerable to COVID-19”?

No. Leave for Quarantine only applies when an employee is subject to a Quarantine Order; experiencing COVID-19 symptoms and seeking medical diagnosis; or directed by a health care provider to isolate, quarantine, or otherwise remain home due to the belief that the employee has or may have the virus. *See Question 7.*

12. Is an employee who is not comfortable or fearful about returning to work entitled to leave under the FFCRA?

No. While it is understandable that employees may be uncomfortable or concerned about returning to the workplace, this would not qualify for leave under the FFCRA. Employees must satisfy one of the Qualifying Events specified for EPSLA leave and/or must have a COVID-19 related childcare need that prevents them from reporting in order to be eligible for EFMLEA leave. *See Question 7.*

13. What is the maximum amount of leave under the FFCRA that an employee may take when they cannot work because of school/daycare closure or unavailability of childcare related to COVID-19?

Employees are eligible for up to 12 weeks of combined leave under the EPSLA and EFMLEA, inclusive of any FMLA leave the employee may have already taken during the calendar.

For example, an employee who has not taken any FMLA leave during the 2020 Calendar Year and has not yet taken any EPSLA leave would be entitled to 12 weeks of leave under the EFMLEA and EPSLA. However, an employee who has already taken 12 weeks of FMLA leave during the 2020 Calendar Year and has not yet taken any EPSLA leave would only be entitled to 2 weeks of EPSLA leave, i.e. the employee would not be entitled to EFMLEA leave.

14. Do employees receive full pay while on EPSLA or EFMLEA leave?

Depends on the leave category: For example, employees will only receive their Regular Rate of pay during EPSLA leave if they are taking such leave for Qualifying Events (1), (2), or (3), as this leave runs concurrent with an existing paid leave benefit, i.e. Leave for Quarantine. For all other EPSLA leaves the employee is entitled to 2/3 their Regular Rate of pay up to a maximum of \$200/day (or \$2,000 in total).

Employees will only receive their Regular Rate of pay while on EFMLEA leave if the elect to charge their own accruals during the first 2 weeks of such leave. If the employee elects to charge EPSLA leave during the first 2 weeks of EFMLEA leave, the employee is paid at the 2/3 rate described above. The balance of the EFMLEA leave, i.e. up to 10 work weeks, is similarly paid at the 2/3 rate (up to \$10,000 in total).

- 15. How long will an employee be covered under EPSLA leave and/or Leave for Quarantine when he/she is directed to leave work (or not report to work) following notice from the Court System of their potential exposure to COVID-19 in the workplace?**

The employee will be provided with a reasonable amount of time to consult with his/her health care provider, e.g. 1-2 working days following such notice, at which time the employee will be required to substantiate the need for further leave or provide documentation from his/her health care provider clearing the employee to return to work. An employee that fails to provide documentation from his/her health care provider substantiating the need for further leave due to the potential exposure or fails to return to work following clearance from his/her health care provider to do so will be required to charge their own leave accruals.

- 16. Under what circumstances may an employee take EPSLA leave to care for an individual who is subject to a Quarantine Order or otherwise directed by a health care provider to isolate/stay home due to COVID-19?**

An employee may take EPSLA leave to care for an individual who is subject to a Quarantine Order or otherwise directed to isolate/stay home due to COVID-19 when that individual is unable to care for him/herself. This includes the employee's immediate family members, an individual who regularly resides in the employee's home, or an individual for whom the employee would similarly be expected to care for.

- 17. Regarding question 16, what happens if an employee needs to take more than 2 weeks of ESPLA leave to care for the individual?**

Employees are only entitled to 2 weeks of EPSLA leave. If the need for the employee to care for the individual exceeds this period, the employee should consult with his/her local HR Administrator about other leave benefits that may be available, e.g. family sick leave, FMLA leave to care for a family member with a serious health condition, etc.

- 18. What happens if the event/condition for which the employee uses EPSLA leave or Leave for Quarantine also qualifies for leave under the FMLA?**

When the employee's absence also qualifies for leave under the FMLA, the FMLA will run concurrent with other leave benefits. For example, an employee that contracts COVID-19 and develops complications that create a "serious health condition", would be eligible for EPSLA leave (for up to 2 weeks) and/or Leave for Quarantine (for the period of self-quarantine/isolation recommended by the employee's health care provider), which would run concurrent with the employee's 12 weeks of FMLA leave per calendar year.

- 19. If an employee used 6 weeks of FMLA for childbirth during the 2020 Calendar Year, how much EFMLEA leave is the employee eligible for?**

Up to 6 weeks.

20. Are absences charged to “Leave for Quarantine” prior to April 2, 2020 counted towards EPSLA leave?

No, only those absences that were covered by Leave for Quarantine on or after April 2, 2020 run concurrent with EPSLA leave, i.e. will be retroactively designated as EPSLA leave.

21. May employees take EPSLA and/or EFMLEA leave to care for their child[ren] who are 18 years old or older?

Yes, but only if the child has a disability and cannot care for him or herself due to that disability.

22. Are employees entitled to charge sick leave during the first 2 weeks of EFMLEA leave?

No. Consistent with the Court System’s existing FMLA policy, employees cannot charge sick leave for bonding/childcare, i.e. unrelated to illness/injury. Therefore, employees may not charge their sick leave during the first 2 weeks of EFMLEA leave.

23. Can an employee request EPSLA or EFMLEA leave if they are already out on a leave, e.g. workers’ compensation, LODI, childcare, FMLA, etc. or receiving sick leave bank credits?

No. An employee that is absent from work and not otherwise expected to report due to some other event/condition, is already deemed unable to work because of that event/condition and is therefore not eligible for EPSLA and/or EFMLEA leave.

24. Will an employee’s probationary period be extended for the time they are on an EPSLA and/or EFMLEA leave?

It depends. While EPSLA and/or EFMLEA leaves are considered “absences” for purposes of Section 25.22(f), *Absence During Probationary Term*, of the Rules of the Chief Judge, the appointing authority is authorized to count a certain number of absences as time served for probation. Questions about the impact of leaves on probationary periods should be directed to the employee’s supervisor or local HR Administrator.

Questions regarding leaves under the FFCRA should be directed to the Division of Human Resources at 212-428-2515 or via email at: HR-FFCRA@nycourts.gov