



## MEMORANDUM

**TO:** Mayor and Council Members

**FROM:** Joya Hayes, Human Resources and Civil Service Director *JA*

**DATE:** November 20, 2020

**SUBJECT:** **Update on Resolution 20200409-079 regarding Families First Coronavirus Recovery Act (FFCRA)**

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The purpose of this memorandum is to provide an update on any exemptions to the City of Austin's provisions within the FFCRA that include Emergency Paid Sick Leave and Expanded Paid Family and Medical Leave. Resolution 20200409-079 directed the City Manager to provide regular updates reporting exemptions from these policies.

As you recall, the Human Resources Department (HRD) provided an addendum to the Family and Medical Leave Procedure that detailed the expanded Family and Medical Leave (FML). This expansion provides up to ten (10) weeks of paid leave at 100% of the employee's regular rate of pay for their regularly scheduled number of hours where an employee, who has been employed for at least 30 calendar days, is unable to work due to a need to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. For the first ten (10) days of FML, employees can use accrued leave, use the Emergency Paid Sick Leave if eligible, or may take leave without pay.

Further, the Human Resources Department provided guidelines to Departments to use when requesting an exemption from the City Manager's Office to the expanded FML provision within the FFCRA based on the Department of Labor and State of Texas criteria for Emergency Responders and Essential Services to ensure continuity of critical operations.

The following departments claimed exemptions from eFMLA for essential employees from the City Manager once all other measures were exhausted:

**AVIATION – 290 Employees**

**Airport Operational Divisions:**

- Airside, Terminal, Landside
- Guest Services
- Airport Operational Center
- Landside Access

**Airport Maintenance Divisions:**

- Airline Maintenance
- Building Maintenance Field Maintenance
- Environmental Assets Management
- Warehouse

Airport Security

FIRE – ALL SWORN 1,159 employees

- Only announced exemptions for sworn staff and have had no requests for eFMLA from non-sworn staff.

TRANSPORTATION – 22 employees

ATD Signs and Markings & Signals Divisions (including inventory support staff)

Since the implementation of the FFCRA:

- 2,415 employees have used the Emergency Paid Sick Leave, about 18% of all employees
  - 1,177 employees exhausted the 80-hours provided with this benefit
  - 1,238 employees used some of the hours
- 1,012 employees used the Expanded Family and Medical leave, about 8% of all employees
  - 144 employees exhausted the ten (10) weeks of paid leave
  - 868 employees used some of the paid leave
- Five (5) employees have taken a leave of absence due to COVID related illness.

Cc: Nuria Rivera-Vandermyde, Deputy City Manager