Understanding COVID19 leave codes

This document provides a summary of the new COVID19 Emergency Leave guidelines, effective April 1 - December 31, 2020. It is organized as follows:

- Section 1: A listing of the reasons that may trigger emergency leave and/or administrative leave.
- Section 2: A reason-by-reason overview for **regular full- and part-time employees**, which includes a process overview and summary information for steps to take for Kronos users and non-Kronos users. This information begins on page 3.
- Section 3: A reason-by-reason overview for **temporary employees**, which includes a process overview and summary information for steps to take for Kronos users and non-Kronos users. This information begins on page 15.

Please email COVID19@albemarle.org with any questions.

**Section 1: Reasons that may trigger emergency leave and/or administrative leave**

**Reasons that may trigger emergency leave, if the employee cannot work and cannot telework:**

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. The employee is caring for the employee’s son or daughter (under the age of 18 or otherwise has a mental or physical disability and is incapable of self-care because of that disability) due to the son or daughter’s school or place of care being closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
   - Emergency responders are not eligible to use Emergency Paid Sick Leave for this reason.
   - Emergency responders include sworn law enforcement, uniformed fire rescue personnel, public safety communications officers/supervisors, and anyone who is supporting the critical infrastructure of emergency response operations.
6. The employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

**Reasons that may trigger administrative leave**

**Regular full- and part-time employees**

**No work available**

Regular full- and part-time employees are expected to telework or work onsite. Employees may not be able to work onsite or telework for the following reasons:

- There is no work available onsite due to the COVID-19 emergency declaration AND
- There is no telework available as determined by the employee’s Department Head / Designee
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Employees who meet one of the above conditions will be paid their normal rate of pay for time not worked up to their regularly scheduled hours.

**Kronos users**
Review the [Applying COVID19 – Admin Leave directly to a timecard](#) documentation for step-by-directions.

**Non-Kronos users**
The timekeeper will apply COVID19 Admin Leave.

If you have questions about appropriate use of COVID19 – Admin Leave in this category, email [COVID19@albemarle.org](mailto:COVID19@albemarle.org).

**Regular full- and part-time employees**

**No leave available**
COVID19 Admin Leave may also be used for employees who trigger one of the emergency leave reasons listed above, except reason five, and exhaust all of their leave balances.

**Kronos users**
COVID19 – Admin Leave will be automatically applied as part of the employee’s cascade process.

**Non-Kronos users**
Review the processes outlined in Section Two for each of the reasons to determine when COVID19 – Admin Leave should be applied.

**Temporary employees**
Temporary employees are not eligible for COVID19 – Admin Leave.
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Section 2: Overview for regular full- and part-time employees

Reason 1: The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Submit a leave request using COVID19 – Sick Self Cascade leave type.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
    - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
- Once the 80 hours are exhausted:
  - Continue to request COVID19 – Sick Self Cascade.
    - The request will cascade through your own leave balances of sick, annual, and compensatory time.
- If you exhaust all of your leave balances and reason 1 still applies:
  - Continue to request COVID19 – Sick Self Cascade.
    - The request will cascade to COVID19 – Admin Leave.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Other Leave - Emerg. Sick Leave.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
- Once the 80 hours are exhausted: Indicate on your timesheet that you are using COVID19 – Sick Self.
  - Your timekeeper will enter your time by cascading through your own leave balances of sick, annual, and compensatory time until all leave is used.
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• If you exhaust all your leave balances and reason 1 still applies:
  o Continue to request COVID19 – Sick Self.
    ▪ The timekeeper will apply COVID19 Admin Leave.
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Reason 2: The employee has been advised by a health care provider to self-quarantine related to COVID-19.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Submit a leave request using COVID19 – Sick Self Cascade leave type.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
    - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
  - Once the 80 hours are exhausted:
    - Continue to request COVID19 – Sick Self Cascade.
      - The request will cascade through your own leave balances of sick, annual, and compensatory time.
  - If you exhaust all of your leave balances and reason 2 still applies:
    - Continue to request COVID19 – Sick Self Cascade.
      - The request will cascade to COVID19 – Admin Leave.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Other Leave - Emerg. Sick Leave.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
  - Once the 80 hours are exhausted: Indicate on your timesheet that you are using COVID19 – Sick Self.
    - Your timekeeper will enter your time by cascading through your own leave balances of sick, annual, and compensatory time until all leave is used.
  - If you exhaust all your leave balances and reason 2 still applies:
    - Continue to request COVID19 – Sick Self.
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- The timekeeper will apply COVID19 Admin Leave.
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Reason 3: The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Are you incapacitated by a serious health condition as defined by the FMLA?
   - Apply for regular FML using the regular FML process.
     - Before HR approval, follow directions below for Kronos/non-Kronos users.
     - After HR approval, follow directions from Human Resources, which will include any paid leave usage that runs concurrently with FMLA.
   - If enrolled in the Sick Bank, apply for Sick Leave Bank use.
     - Before HR approval, follow directions below for Kronos/non-Kronos users.
     - After HR approval, follow directions from Human Resources, which will include any paid leave usage that runs concurrently with the Sick Bank program.
3. If you are not incapacitated by a serious health condition as defined by the FMLA:
   - Review the directions below for Kronos/non-Kronos users.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - If you applied for regular FML/Sick Bank:
    - Supervisor/timekeeper applies COVID19 – Sick Self Cascade directly to the timecard.
      - This leave can be used intermittently.
      - Non-exempt employees use leave down to the 15-minute increment.
      - Exempt employees use leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
  - If you did not apply for regular FML/Sick Bank due to lack of an incapacitating serious health condition:
    - Submit a leave request using COVID19 – Sick Self Cascade leave type.
      - This leave can be used intermittently.
      - Non-exempt employees request leave down to the 15-minute increment.
      - Exempt employees request leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
- Once the 80 hours are exhausted:
  - If you applied for regular FML/Sick Bank and were deemed eligible:
    - If you are taking a continuous block of time, the HR Leave Specialist applies it to your timecard.
    - If you are taking intermittent leave, your supervisor/timekeeper uses the Kronos Quick Leave editor to apply it to your timecard after the work week is completed.
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- If you need more time to recover but do not have an incapacitating serious health condition as defined by the FMLA:
  - Continue to request COVID19 – Sick Self Cascade.
    - The request will cascade through your own leave balances of sick, annual, and compensatory time.
- If you exhaust all of your leave balances and reason 3 still applies:
  - Continue to request COVID19 – Sick Self Cascade.
    - The request will cascade to COVID19 – Admin Leave.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Other Leave - Emerg. Sick Leave. If time is approved by HR as FML, indicate this in the notes section.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
- Once the 80 hours are exhausted:
  - Indicate on your timesheet that you are using COVID19 – Sick Self.
    - If time is approved by HR as FML, indicate this in the notes section.
    - Your timekeeper will enter your time by cascading through your own leave balances of sick, annual, and compensatory time until all leave is used.
- If you exhaust all your leave balances and reason 3 still applies:
  - Continue to request COVID19 – Sick Self.
    - If time is approved by HR as FML, indicate this in the notes section.
    - The timekeeper will apply COVID19 Admin Leave.
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Reason 4: The employee is caring for an individual subject to an order described in Reason 1 or self-quarantine as described in Reason 2.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Are you caretaking for an immediately family member who is incapacitated by a serious health condition as defined by the FMLA?
   - Apply for regular FML using the regular FML process.
     - Before HR approval, follow directions below for Kronos/non-Kronos users.
     - After HR approval, follow directions from Human Resources, which will include any paid leave usage that runs concurrently with FMLA.
3. If you are caretaking for an immediate family member who is not incapacitated by a serious health condition as defined by the FMLA OR you are caretaking for an individual who is not an immediate family member:
   - Review the directions below for Kronos/non-Kronos users.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - If you applied for regular FML:
    - Supervisor/timekeeper applies COVID19 – Sick Family Cascade directly to the timecard.
      - This leave can be used intermittently.
      - Non-exempt employees use leave down to the 15-minute increment.
      - Exempt employees use leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
  - If you did not apply for regular FML due to the immediate family member’s lack of a incapacitating serious health condition, or because you are caretaking for an individual who is not an immediate family member:
    - Submit a leave request using COVID19 – Sick Family Cascade leave type.
      - This leave can be used intermittently.
      - Non-exempt employees request leave down to the 15-minute increment.
      - Exempt employees request leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons. Review here how to keep track of your Emergency Sick Leave balance.
- Once the 80 hours are exhausted:
  - If you applied for regular FML and were deemed eligible:
    - If you are taking a continuous block of time, the HR Leave Specialist applies it to your timecard.
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- If you are taking intermittent leave, your supervisor/timekeeper uses the Kronos Quick Leave editor to apply it to your timecard after the work week is completed.
  - If the immediately family member for whom you are caretaking needs more time to recover but does not have an incapacitating serious health condition as defined by the FMLA, or the individual for whom you are caretaking needs more time to recover:
    - Continue to request COVID19 – Sick Family Cascade.
      - The request will cascade through your own leave balances of sick, annual, and compensatory time.
  - If you exhaust all of your leave balances and reasons 4 or 6 still applies:
    - Continue to request COVID19 – Sick Family Cascade.
    - The request will cascade to COVID19 –Admin Leave.

Employees who are non-Kronos users:

- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Other Leave - Emerg. Sick Leave.
    - If time is approved by HR as FML, indicate this in the notes section.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, *if the employee has not already used that Emergency Sick Leave for other COVID19 reasons*.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.

- Once the 80 hours are exhausted:
  - Indicate on your timesheet that you are using COVID19 – Sick Family. If time is approved by HR as FML, indicate this in the notes section.
    - Your timekeeper will enter your time by cascading through your own leave balances of sick, annual, and compensatory time until all leave is used.

- If you exhaust all your leave balances and reason 4 still applies:
  - Continue to request COVID19 – Sick Family. If time is approved by HR as FML, indicate this in the notes section.
    - The timekeeper will apply COVID19 Admin Leave.
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Reason 5: The employee is caring for the employee’s son or daughter (under the age of 18 or otherwise has a mental or physical disability and is incapable of self-care because of that disability) due to the son or daughter’s school or place of care being closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

- Emergency responders are not eligible to use Emergency Paid Sick Leave for this reason.
- Emergency responders include sworn law enforcement, uniformed fire rescue personnel, public safety communications officers/supervisors, and anyone who is supporting the critical infrastructure of emergency response operations.

Process overview
1. Submit the Emergency Leave for Childcare Request Form and supporting documentation to your supervisor and to HR Benefits, which must determine your eligibility for Emergency Expanded FMLA (EEFMLA).
2. If you are deemed EEFMLA eligible:
   - Before HR approval, follow directions below for Kronos/non-Kronos users.
   - After HR approval, follow directions from Human Resources, which will include any applicable paid leave usage that runs concurrently with EEFMLA.
3. If you are deemed not-EEFMLA eligible:
   - Review the directions below for Kronos/non-Kronos users.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - If you applied for EEFMLA and are deemed eligible:
    - Supervisor/timekeeper applies COVID19 – Family Childcare Cascade directly to the timecard.
      - This leave can be used intermittently.
      - Non-exempt employees use leave down to the 15-minute increment.
      - Exempt employees use leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons.
        - Review here how to keep track of your Emergency Sick Leave balance.
  - If you applied for EEFMLA and are deemed not eligible before you have used your first 80 hours:
    - Your supervisor no longer needs to put leave directly on your timecard.
    - Submit a leave request using COVID19 – Family Childcare Cascade leave type.
      - This leave can be used intermittently.
      - Non-exempt employees request leave down to the 15-minute increment.
      - Exempt employees request leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, if the employee has not already used that Emergency Sick Leave for other COVID19 reasons.
        - Review here how to keep track of your Emergency Sick Leave balance.
- Once the 80 hours are exhausted:
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- If you applied for EEFMLA and were deemed eligible:
  - You will be paid at 2/3 your regular rate of pay for any employer-paid EEFMLA leave used for up to 10 additional work weeks.
  - You cannot supplement this reduced pay by using paid leave.
  - If you are taking a continuous block of time, the HR Leave Specialist applies it to your timecard.
  - If you are taking intermittent leave, your supervisor/timekeeper uses the Kronos Quick Leave editor to apply it to your timecard after the work week is completed.

- If you applied for EEFMLA and were not deemed eligible:
  - Continue to request COVID19 – Family Childcare Cascade.
    - The request will cascade through your own leave balances of annual and compensatory time.
    - Requested time is subject to supervisor/department approval.
  - You cannot use sick leave.

- If you exhaust all of your leave balances and reason 5 still applies:
  - Continue to request COVID19 – Family Childcare Cascade.
    - The request will cascade to COVID19 – Family Childcare LWOP (leave without pay).
    - Requested time is subject to supervisor/department approval.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using COVID19 – Childcare. If time is approved by HR as FML, indicate this in the notes section.
    - This leave can be used intermittently.
    - Non-exempt employees request leave down to the 15-minute increment.
    - Exempt employees request leave in full-day increments only.
    - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket, *if the employee has not already used that Emergency Sick Leave for other COVID19 reasons*.
    - The timekeeper will cascade your leave usage based on your accrued/earned leave.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.

- Once the 80 hours are exhausted:
  - Are you determined to be EEFML eligible?
    - Indicate on your timesheet (or in Telestaff) that you are using COVID19 – Childcare and indicate FML leave in the notes section.
    - You will be paid at 2/3 your regular rate of pay based on your normal work schedule for any employer-paid EEFMLA leave used for up to 10 additional work weeks.
    - You cannot supplement this reduced pay by using paid leave.
  - Are you determined to NOT be FML-eligible?
    - You can request to use available annual or compensatory leave.
      - Requested time is subject to supervisor/department approval.
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- You cannot use sick leave.
- If you exhaust all of your leave balances and reason 5 still applies:
  - Continue to request COVID19 - Childcare and indicate FML leave in the notes section.
  - The request will cascade to COVID19 – LWOP Childcare.
Reason 6: Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services (reason 6):

At this time, the US DHHS has not issued specific guidance for this provision. If you believe that your situation might fall into this category, contact COVID19@albemarle.org.
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Section 3: Overview for temporary employees

Reason 1: The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time temporary employees):
  - Supervisor/timekeeper applies the COVID19 – Temp Emerg. Sick Self pay code directly to your timecard.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
    - For the first 80 hours, the time comes out of the temporary employee’s Emergency Sick Leave bucket. [Review here how to keep track of your Emergency Sick Leave balance.]
- Once the 80 hours are exhausted:
  - Consult with supervisor and HR generalist.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Sick Self.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
- Once the 80 hours are exhausted:
  - Consult with supervisor and HR generalist.
Reason 2: The employee has been advised by a health care provider to self-quarantine related to COVID-19.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
• For the first 80 hours (pro-rated for part-time temporary employees):
  o Supervisor/timekeeper applies the COVID19 – Temp Emerg. Sick Self pay code directly to your timecard.
    ▪ This leave can be used intermittently.
    ▪ Non-exempt employees use leave down to the 15-minute increment.
    ▪ Exempt employees use leave in full-day increments only.
    ▪ For the first 80 hours, the time comes out of the temporary employee’s Emergency Sick Leave bucket. Review here how to keep track of your Emergency Sick Leave balance.
  
• Once the 80 hours are exhausted:
  o Consult with supervisor and HR generalist.

Employees who are non-Kronos users:
• For the first 80 hours (pro-rated for part-time employees):
  o Indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Sick Self.
    ▪ This leave can be used intermittently.
    ▪ Non-exempt employees use leave down to the 15-minute increment.
    ▪ Exempt employees use leave in full-day increments only.
  o For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket.
    ▪ Employees should track their Emergency Sick Leave usage.
    ▪ If you have questions regarding your remaining balance, please contact your department’s timekeeper.
  
• Once the 80 hours are exhausted:
  o Consult with supervisor and HR generalist.
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Reason 3: The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Supervisor/timekeeper applies the COVID19 – Temp Emerg. Sick Self pay code directly to your timecard.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
    - For the first 80 hours, the time comes out of the temporary employee’s Emergency Sick Leave bucket. [Review here how to keep track of your Emergency Sick Leave balance.]
  - Once the 80 hours are exhausted:
    - Consult with supervisor and HR generalist.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Sick Self.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Sick Leave bucket.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
- Once the 80 hours are exhausted:
  - Consult with supervisor and HR generalist.
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Reason 4: The employee is caring for an individual subject to an order described in Reason 1 or self-quarantine as described in Reason 2.

Process overview
1. Submit the Emergency Paid Sick Leave certification form and supporting documentation to your supervisor.
2. Follow the directions for Kronos or non-Kronos users, as outlined below.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Supervisor/timekeeper applies the COVID19 – Temp Emerg. Sick Family pay code directly to your timecard.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
    - For the first 80 hours, the time comes out of the temporary employee’s Emergency Sick Leave bucket. Review here how to keep track of your Emergency Sick Leave balance.
  - Once the 80 hours are exhausted:
    - Consult with supervisor and HR generalist.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Sick Family.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
  - For this first 80 hours, the time comes out of the employee’s Emergency Leave bucket.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.
- Once the 80 hours are exhausted:
  - Consult with supervisor and HR generalist.
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Reason 5: The employee is caring for the employee’s son or daughter (under the age of 18 or otherwise has a mental or physical disability and is incapable of self-care because of that disability) due to the son or daughter’s school or place of care being closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.

- Emergency responders are not eligible to use Emergency Paid Sick Leave for this reason.
- Emergency responders include sworn law enforcement, uniformed fire rescue personnel, public safety communications officers/supervisors, and anyone who is supporting the critical infrastructure of emergency response operations.

Process overview
1. Submit the Emergency Leave for Childcare Request Form and supporting documentation to your supervisor and to HR Benefits, which must determine your eligibility for Emergency Expanded FMLA (EEFMLA).
2. If you are deemed EEFMLA eligible:
   - Before HR approval, follow directions below for Kronos/non-Kronos users.
   - After HR approval, follow directions from Human Resources, which will include any applicable paid leave usage that runs concurrently with EEFMLA.
3. If you are deemed not-EEFMLA eligible:
   - Review the directions below for Kronos/non-Kronos users.

Employees who are Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - If you applied for EEFMLA:
    - Supervisor/timekeeper applies the COVID19 – Temp Emerg. Childcare pay code directly to your timecard.
      - This leave can be used intermittently.
      - Non-exempt employees use leave down to the 15-minute increment.
      - Exempt employees use leave in full-day increments only.
      - For the first 80 hours, the time comes out of the employee’s Emergency Leave bucket, if the employee has not already used that Emergency Leave for other COVID19 reasons.
        - Review here how to keep track of your Emergency Sick Leave balance.
    - If you applied for EEFMLA and are deemed not eligible before you have used your first 80 hours:
        - This leave can be used intermittently.
        - Non-exempt employees use leave down to the 15-minute increment.
        - Exempt employees use leave in full-day increments only.
        - For the first 80 hours, the time comes out of the employee’s Emergency Leave bucket, if the employee has not already used that Emergency Leave for other COVID19 reasons.
          - Review here how to keep track of your Emergency Sick Leave balance.
  - Once the 80 hours are exhausted:
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- If you applied for EEFMLA and were deemed eligible:
  - You will be paid at 2/3 your regular rate of pay for any employer-paid EEFMLA leave used for up to 10 additional work weeks.
  - If you are taking a continuous block of time, the HR Leave Specialist applies it to your timecard.
  - If you are taking intermittent leave, your supervisor/timekeeper uses the Kronos Quick Leave editor to apply it to your timecard after the work week is completed.

- If you applied for EEFMLA and were not deemed eligible:
  - Consult with supervisor and HR generalist.

- If you exhaust all of your Emergency Leave bucket and the EEFMLA provisions and reason 5 still applies:
  - Consult with supervisor and HR generalist.

Employees who are non-Kronos users:
- For the first 80 hours (pro-rated for part-time employees):
  - Indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Childcare. If time is approved by HR as FML, indicate this in the notes section.
    - This leave can be used intermittently.
    - Non-exempt employees use leave down to the 15-minute increment.
    - Exempt employees use leave in full-day increments only.
    - For this first 80 hours, the time comes out of the temporary employee’s Emergency Leave bucket, if the employee has not already used that Emergency Leave for other COVID19 reasons.
    - Employees should track their Emergency Sick Leave usage.
    - If you have questions regarding your remaining balance, please contact your department’s timekeeper.

- Once the 80 hours are exhausted:
  - Are you determined to be EEFML eligible?
    - Continue to indicate on your timesheet (or in Telestaff) that you are using Temp Emerg. Childcare and indicate FML leave in the notes section.
    - You will be paid at 2/3 your regular rate of pay for any employer-paid EEFMLA leave used for up to 10 additional work weeks.
  - Are you determined to NOT be FML-eligible?
    - Consult with supervisor and HR generalist.

- If you exhaust all of your Emergency Leave bucket and the EEFMLA provisions and reason 5 still applies:
  - Consult with supervisor and HR generalist.
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Reason 6: Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services (reason 6):

At this time, the US DHHS has not issued specific guidance for this provision. If you believe that your situation might fall into this category, consult your supervisor and HR generalist.