

Employee Time during COVID-19			UPDATED - 4/15/2020				
HAS EMPLOYEE CONTINUED WORKING DURING COVID-19?	IS ABSENCE FFCRA EVENT?	WHO IS ABSENCE FOR?	SCENARIO	PAY CODE	GUIDING PRINCIPAL		
YES			The employee is engaged in work activities that are NOT directly related to the COVID-19 pandemic.	Regular Work 100 Overtime 101 Telecommuting 110 Report time as usual	Work performed is not directly related to COVID-19		
YES			The employee is engaged in work activities that are directly related to the COVID-19 pandemic.	COVID Work - Regular 100C COVID Work - Overtime 101C COVID Work - Telecommuting 110C	Work performed has materially changed or is directly related to COVID-19 public health emergency and the subsequent economic recovery. <i>Each Agency is responsible for implementing procedures, reviewing entries and supporting that the expenditures are DIRECTLY related to COVID-19.</i>		
NO	NO	Self	Employee is unable to work for health reasons unrelated to COVID-19 (e.g., knee-replacement surgery)	Sick 310/F Annual 300/F			
NO	NO	Self	Work site is closed by Agency Director related or unrelated to COVID-19 and employee cannot telework	Admin Emergency 376			
NO	NO	Family	Employee is unable to work due to a family member's health for reasons that are unrelated to COVID-19 (e.g., family member's surgery)	Family Sick 311 (limited to 40 hours) Annual 300/F			
NO	YES see table below						
Employee Leave Time under the Families First Coronavirus Response Act (FFCRA) (NOTE: THESE CODES CANNOT BE USED UNTIL 4/1/2020)							
IS ABSENCE AN EMERGENCY PAID SICK LEAVE ELIGIBLE COVID-19 EVENT?	IS ABSENCE AN EMERGENCY FMLA EXPANSION EVENT?	WHO IS ABSENCE FOR?	QUALIFYING CRITERIA FOR COVID-19 EVENT:	PAY CODE	EMERGENCY PAID LEAVE HOURS	Maximum value	PAYCODE AFTER EMERGENCY PAID LEAVE IS EXHAUSTED
YES	NO	Self	(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.	377 COVID-EMERG PD SICK-SELF	1.0 FTE = 80 hours <1.0 FTE varying hours = Pro-rated Hours based on 2 week average over 6 month look back period	\$511/day \$5,110 in aggregate	Use Attendance Code UN Sick 310 UN Annual 300 UN Paid Admin 376 UN
		Self	(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	377 COVID-EMERG PD SICK-SELF	1.0 FTE = 80 hours <1.0 FTE varying hours = Pro-rated Hours based on 2 week average over 6 month look back period	\$511/day \$5,110 in aggregate	Use Attendance Code UN Sick 310 UN Annual 300 UN Paid Admin 376 UN
		Self	(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	377 COVID-EMERG PD SICK-SELF	1.0 FTE = 80 hours <1.0 FTE varying hours = Pro-rated Hours based on 2 week average over 6 month look back period	\$511/day \$5,110 in aggregate	Use Attendance Code UN Sick 310 UN Annual 300 UN Paid Admin 376 UN
		Family	(4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).	377C COVID-EMERG PD SICK-FAMILY	1.0 FTE = 80 hours <1.0 FTE varying hours = Pro-rated Hours based on 2 week average over 6 month look back period	2/3 of Wage up to \$200/day \$2,000 in aggregate	Use Attendance Code UN Family Sick 311 UN Sick 310 UN Annual 300 UN Paid Admin 376 UN
	Family	(5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.	377C COVID-EMERG PD SICK-FAMILY (non-EFMLA) OR 377F COVID-EPSSL & EFMLA-FAMILY	1.0 FTE = 80 hours <1.0 FTE varying hours = Pro-rated Hours based on 2 week average over 6 month look back period	2/3 of Wage up to \$200/day \$2,000 in aggregate	378F FMLA Expansion 2/3 of pay up to \$200 Remaining hours to reach Base Pay: Family Sick 311 UN Sick 310 UN Annual 300F UN Paid Admin 376 UN	
YES	YES	Family	The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.	378F COVID-FMLA EXPANSION-CHILDCARE (beginning week 3 of EFMLA)	First 10 Days unpaid but employee can use Emergency Paid Sick Leave, Sick Leave and/or Annual Leave (Admin Leave under certain circumstances) the 2/3 of Wage up to \$200/day \$10,000 in aggregate	378F FMLA Expansion 2/3 of pay up to \$200 Remaining hours to reach Base Pay: Family Sick 311 UN Sick 310 UN Annual 300 UN Paid Admin 376 UN	
Summary of Responsibilities							
For EPSSL and EFMLA Employee Responsibilities Complete the "Notification of Need for Leave for COVID-19 Reasons" Form Turn the Form into Agency Human Resources Once approval is received from Agency Human Resources, use correct pay codes for approved type of leave. *Form can be completed by employee's family member if the employee is unavailable **Form can be submitted electronically	For EPSSL and EFMLA Agency HR Responsibilities Complete as soon as practical, but no later than five business days of receipt Review eligibility of employee Approve employee if eligible Indicate effective date of absence on form If the EE is <1.0 FTE varying hours, calculate the Average Hours Worked over a 2 week period using 6 month look back period using the EPSSL Part-time Employee Worksheet For EPSSL: Send Form to Absence Management Specialist For EFMLA: Send Form to FMLA Specialist	For EPSSL Absence Management Specialist Responsibilities Complete within 24/48 hours Agency HR sends email to Absence Mgt Spec (could be HR or PR, depending on agency) Absence Mgt Spc enters LP70 transaction for EPSSL hours using Plan COVID Structure Group LPCOVERIDER 1, 2, 3 or 4 Description: For FTE = 1.0: Lv. apprvd 80 hrs For FTE < 1.0: Amt apprvd for avg hrs wrkd Have a colleague validate prorated hours calculation Validate hours balance is updated Processes overnight for hours available Advise employee to enter time using 377 or 377C or 377F	For EFMLA FMLA Specialist Responsibilities Complete within 24/48 hours FMLA Specialist enters FMLA event Processes overnight for hours available Advise employee to enter 378F (beginning week 3 of EFMLA)	For EPSSL and EFMLA Manager/Payroll Proxy Responsibilities Ensure employees that are indicated for EPSSL or EFMLA have used proper pay codes If discrepancies are found, contact the employee's supervisor for clarification or correction Use the COVID Payroll Calculator to determine the maximum hours of leave the employee may use for 1/3 pay Review time records to ensure the employee is within prescribed maximum amounts			
If you have questions regarding FFCRA or anything in these tables, please contact your Agency Human Resources office. Guidance may change depending on US Department of Labor guidance. Check back frequently for updates.							