

Employee Time during COVID-19					
HAS EMPLOYEE CONTINUED WORKING DURING COVID-19?	IS ABSENCE COVID-19 RELATED?	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	Personnel expenditures that are what an agency would normally expend in its regular course of business. Employee's work day is primarily dedicated to accomplishing normally assigned duties.
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	Personnel expenditures that are over and above what an agency would normally expend in its regular course of business. Job duties have changed and duties are over and above regular course of business and is directly COVID-19 related.
NO	NO	Self	Employee is unable to work for health reasons unrelated to COVID-19 (e.g. knee-replacement surgery)	Sick 310F Annual 300F	
NO	YES	Self	Work site is closed by Agency Director related to COVID-19 and employee cannot telework	Administrative Leave Emergency 376	Refer to Personnel Rules related to Administrative Leave https://hr.az.gov/Rules-and-Rulemaking
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 311F (limited to 40 hours) Annual 300F	
NO	YES	see table below			

Employee Leave Time for COVID-19 related absences (NOTE: Effective 1/1/2021)					
IS ABSENCE AN ELIGIBLE COVID-19 EVENT?	IS ABSENCE A FMLA EVENT?	WHO IS ABSENCE FOR?	QUALIFYING CRITERIA FOR COVID-19 EVENT:	PAY CODE. ALWAYS USE ATTENDANCE CODE UN - COVID EMERGENCY PD SICK LEAVE	
		Self	(1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.	310F - SICK LEAVE 300F - ANNUAL LEAVE 640F - LEAVE WITHOUT PAY (LWOP) OR 376F - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	
	NO	Self	(2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	310 - SICK LEAVE 300 - ANNUAL LEAVE 640 - LEAVE WITHOUT PAY (LWOP) OR 376 - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	
YES	(UNLESS ABSENCE IS IN EXCESS OF 3 DAYS CONSULT YOUR AGENCY HUMAN RESOURCES FOR FURTHER GUIDANCE)	Self	(3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.	310 - SICK LEAVE 300 - ANNUAL LEAVE 640 - LEAVE WITHOUT PAY (LWOP) OR 376 - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	
		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).	311 - FAMILY SICK LEAVE (NOT LIMITED TO 40 HOURS) 310 - SICK LEAVE FOR FAMILY MEMBER 300 - ANNUAL LEAVE 640 - LEAVE WITHOUT PAY (LWOP) OR 376 - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	
	NO	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.	300 - ANNUAL LEAVE 640 - LEAVE WITHOUT PAY (LWOP) OR 376 - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	
YES	NO	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.	300 - ANNUAL LEAVE 640 - LEAVE WITHOUT PAY (LWOP) OR 376 - ADMINISTRATIVE LEAVE (AGENCY DIRECTOR APPROVAL REQUIRED)	

For more information, please review <https://hr.az.gov/content/covid-19>

Employee Leave Time under the Families First Coronavirus Response Act (FFCRA) (NOTE: These codes used from 4/1/2020 - 12/31/2020)							
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
		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 Pro-rated Hours	\$511/day \$5,110 in aggregate	Use Attendance Code UN - COVID EMERGENCY PD SICK LEAVE Sick 310 UN Annual 300 UN Paid Admin 376 UN
	NO	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 Pro-rated Hours	\$511/day \$5,110 in aggregate	Use Attendance Code UN - COVID EMERGENCY PD SICK LEAVE Sick 310 UN Annual 300 UN Paid Admin 376 UN
YES		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 Pro-rated Hours	\$511/day \$5,110 in aggregate	Use Attendance Code UN - COVID EMERGENCY PD SICK LEAVE 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 Pro-rated Hours	2/3 of Wage up to \$200/day \$2,000 in aggregate	Use Attendance Code UN - COVID EMERGENCY PD SICK LEAVE Remaining hours to reach Base Pay: Family Sick 311 UN Sick 310 UN Annual 300 UN Paid Admin 376 UN
	YES, but coded as EPFL for first two weeks and may be coded as EFMLA afterwards, depending on circumstances	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 If the employee is using for first 2 weeks of EFMLA, also use 640F to decrement FMLA	1.0 FTE = 80 hours <1.0 FTE Pro-rated Hours	2/3 of Wage up to \$200/day \$2,000 in aggregate	Use Attendance Code UN - COVID EMERGENCY PD SICK LEAVE Remaining hours to reach Base Pay: Family Sick 311 UN (under ADQA HR review) Sick 310 UN (under ADQA HR review) Annual 300 UN Paid Admin 376 UN
YES	YES	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.	378F COVID-FMLA EXPANSION-CHILDCARE	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 (under ADQA HR review) Sick 310 UN (under ADQA HR review) Annual 300 UN Paid Admin 376 UN	

Summary of Responsibilities

For EPFL and EFMLA	For EPFL and EFMLA	For EPFL	For EFMLA	For EPFL and EFMLA
Employee Responsibilities	Agency HR Responsibilities	Absence Management Specialist Responsibilities	FMLA Specialist Responsibilities	Manager/Payroll Proxy 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	Review eligibility of employee Approve employee if eligible Indicate effective date of absence on form For EPFL: Send Form to Absence Management Specialist For EFMLA: Send Form to FMLA Specialist	Complete within 2448 hours Agency HR sends to Absence Mgt Spec (could be HR or PR, depending on agency) Absence Mgt Spec enters LP70 transaction for EPFL hours using Plan COVID and Structure Group LPCOVIDER.2.3or4 Validate hours balance is updated Processes overnight for hours available Advise employee to enter time using 377 or 377C	Complete within 2448 hours FMLA Specialist enters FMLA event FMLA Specialist enters LP70 transaction for EFMLA hours Validate hours balance is updated Processes overnight for hours available Advise employee to enter 378F	Ensure employees that are indicated for EPFL 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 1.0 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.