PAYROLL UPDATE: LEAVE USAGE DURING COVID-19 OUTBREAK

This guidance has been updated to align with the new leave usage allowed under the Family First Coronavirus Response Act (FFCRA). For information about that act please review the [FFCRA FAQ](#).

Due to the COVID-19 outbreak, the FFCRA has provided two paid leave types for specific COVID-19 related absences as part of/in conjunction with the Federal Family & Medical Leave Act (FMLA) in addition to the State of Alaska (SOA) leave policy:

EPSL – Emergency Paid Sick Leave limited to 10 working days or 75/80 hours for a full time employee and prorated for anyone who works less than full time.

EFML/PHEL - The Emergency Family & Medical leave Expansion Act (EFMLEA) provides Public Health Emergency Leave (PHEL) limited to 10 additional weeks of paid leave due to school/childcare closure.

SOA COVID19 Admin Leave – The SOA leave policy is a paid leave benefit provided in addition to the federal policy; As of April 1, 2020, it can only be used if the employee has exhausted their paid leave under EPSL. *Even if prior to April 1, 2020 you initiated use of the COVID19 Admin Leave using code 19ND, you <u>MUST</u> now switch to using the new CSLF leave code in order to exhaust your EPSL before being eligible for the COVID 19 Admin Leave.*

Please note: If an employee is still able to work at least part time, the paid leave can be used for partial days for the hours they were unable to work.

There are two scenarios where you can apply for paid leave:

1. **<u>The need to self-quarantine, for yourself only, due to:</u>**
   a. Travel requirements
   b. Being in close proximity with someone who has or is suspected of having COVID19
   c. Experiencing COVID-19 symptoms
   d. Testing positive for COVID-19

If you cannot work (this includes telework) for any of the reasons listed above, then you may use Emergency Paid Sick Leave (EPSL). To use EPSL you must do the following:

- Submit the **[Employee Verification for Paid Leave Due to Coronavirus 2019 Form](#)** to Payroll Services as soon as possible, prior to timesheet submission so Payroll can make the leave type available for use
- **For Leave Slip**: check **Other** and enter **CSLF** as the leave code
- **For Timesheet**: Enter leave code **CSLF** and the **COVID19 LDP Code** provided by your Admin Staff.
- Submit a copy of the form, Leave Slip, and Timesheet through ESS or to Admin Staff/Timekeeper at Pay Period End Date.

EPSL for any of the reasons listed above is paid at 100% pay rate and capped at $511 daily and $5,110 aggregate. Employees with an alternate workweek or other non-standard workweek schedule must report leave daily using the standard workweek of 5 days a week at 7.5/8 hours per day to maximize this leave option.

If you have used all of your leave granted under EPSL and need to self-quarantine again for any of the reasons listed above, then, per SOA Leave Policy, you may use the COVID19 Administrative

Leave Code: 19ND. Complete the **Employee Verification for Paid Leave Due to Coronavirus 2019 Form** and follow the process outlined above, but use Leave Code 19ND instead of CSLF. It is only after exhausting the 10 working days of EPSL that you are allowed to use the COVID19 Admin Leave for a repeat incident. *Even if prior to April 1, 2020 you initiated use of the COVID19 Admin Leave using code 19ND, you <u>MUST</u> now switch to using the new CSLF leave code in order to exhaust your EPSL before being eligible for the COVID 19 Admin Leave.*

2. **The need to care for someone else due to:**
   a. That other individual's need to self-quarantine due to COVID19
   b. School or childcare provider closure

If you cannot work (this includes telework) for any of the reasons listed above, then you may use Emergency Paid Sick Leave (EPSL). To use EPSL you must do the following:

- Submit the **Employee Verification for Paid Leave Due to Coronavirus 2019 Form** to Payroll Services as soon as possible, prior to timesheet submission so Payroll can make the leave type available for use.
- **For Leave Slip**: check **Other** and enter **CFAM** as the leave code
- **For Timesheet**: Enter leave code **CFAM** and the **COVID19 LDP Code** provided by your Admin Staff.
- Submit a copy of the form, Leave Slip, and Timesheet through ESS or to Admin Staff/Timekeeper at Pay Period End Date.

EPSL for any of the reasons listed above is paid at 2/3 of the pay rate and capped at $200 daily and $2,000 aggregate.

Employees with an alternate workweek or other non-standard workweek schedule must report leave daily using the standard workweek of 5 days a week at 7.5/8 hours per day to maximize this leave option.

School/Childcare Closure: If the reason for taking leave is for childcare due to a school or childcare closure then, in addition to the 10 working days of EPSL, up to 10 more weeks of EFML are provided if you are eligible. If you will need to use more than the 10 working days of EPSL for reason (b.) above, it is recommended you apply for EFML at the same time. This ensures you will automatically roll over to EFML usage after exhausting the 10 working days of EPSL. If you have previously used FMLA for any reason in the last year, this will reduce the amount of time you are eligible for EFML.

EFML is paid at 2/3 of the pay rate and capped at $200 daily and $10,000 aggregate. Employees with an alternate workweek or other non-standard workweek schedule must report leave daily using the standard workweek of 5 days a week at 7.5/8 hours per day to maximize this leave option.

Please review the **Employee Verification for Paid Leave Due to Coronavirus 2019 Form** for more detailed explanation of the above requirements.

If leave must be taken due to reasons related to COVID-19 that do not meet the specific criteria for EPSL or EFML, then employees should work with their supervisor to use their own accrued leave to take the necessary time off. (e.g. Sick Leave, Personal Leave, Comp Leave, Flex Leave). Please coordinate with

your Admin Staff to confirm you are using the appropriate LDP Override code for the event codes being reported related to the COVID-19 outbreak; this is critical to ensure any COVID related time is tracked for accounting purposes as well.

If an employee's leave usage is not related to COVID-19 in any way, then the employee must use the appropriate leave code for using their own leave and will <u>not</u> use an LDP override code.

This is an evolving situation, so please review the COVID-19 Resources page often for the most up to date information regarding the COVID-19 leave usage and policy.

How to Add the LDP Override Code to Your Timesheet

The process for adding the LDP Override code to a timesheet depends on whether an employee fills out a paper timesheet or submits a timesheet through ESS.

If an employee completes a paper timesheet, include the LDP override code in the "LDP Override/Ref#" column to the right of the corresponding "Event Code Description".

Event Code	Event Code Description	LDP Override / Ref #
100	REGULAR PAY	
105	REG HOLIDAY	
165	LV PER	
165SK	LV PER SK	
150	LV SICK	
160	LV ANN	
CSLF	LV EPS SELF	
CFAM	LV EPS FAM	
19ND	LV COVID19	

If an employee completes their timesheet through Employee Self Service (ESS) they can click on the "View/Hide Override Details" button and select the LDP provided by your Admin Staff from the LDPR Profile picklist for the appropriate line in the timesheet. More detailed instructions can be found on page 33 on the ESS Reference Guide (PDF).

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