

Monthly Reporting Time for Families First Coronavirus Response Act (FFCRA)

Emergency Sick Leave

Emergency Expanded FMLA

Earn Code to use	CO1-COV19100 -COVID19 SICK LEAVE 100%
	CO2 -COV1967 -COVID19 SICK LEAVE 66.67%
Pay amount	(Available on 1 st day of employment)
Unpaid	---N/A---
100%	Up to 80 hours (100% FTE) or the equivalent of two weeks of the employee's regular work week; employees sick or under quarantine/isolation order.
66.67%	Up to 80 hours (100% FTE) or the equivalent of two weeks of the employee's regular work week; employees caring for individual under quarantine, child if school/daycare closed, or substantially similar condition specified by HHS.

CO3 -COV19FML -COVID19 EXPANDED FMLA 66.67%
(Available after 30 days of employment; counts toward regular FMLA 12-week entitlement)
1st 2 weeks, or can use existing paid leave.
---N/A---
Up to 10 Weeks; employees caring for a dependent child if child's school or place of care is closed or provider is unavailable.

Leave Balances

ERSL in PEALEAV	For Earn code CO1 and CO2, these hours will be deducted from their ERSL leave code in PEALEAV
------------------------	---

Paid sick leave at 100% of regular rate of pay:

1. Employee is subject to a Federal, State, or local quarantine or isolation order;
2. Employee had been advised by a health care provider to self-quarantine;
3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

Paid sick leave at 2/3 of regular rate of pay:

4. Employee is caring for an individual who is subject to an order described in (1) or (2) above;
5. Employee is caring for a child (under 18 years of age) of such employee if school or day care has been closed, or child care provider is unavailable;
6. Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Processing <u>before</u> monthly calc for Block of time (at lease one full day)	Will be processed via the default earnings through HRFE, using earn codes listed above
Paying via PARIS-CPA	Intermittent Leave at 66.67% or if missed monthly calc REDUCE regular pay by the same # of hours being reported with CO1, CO2 or CO3 earn codes
ANA Pay Stop & PARIS-PUA	If missed monthly calc, but haven't missed deadline for Pay Stop, proceed with pay stop. Then PAY "regular" hours worked in the pay period (if any) PLUS covid hours utilized in the pay period.
ANA & PARIS-PUA	If missed monthly calc, AND missed deadline for Pay Stop, add covid hours utilized in the pay period. Then, REDUCE regular pay by the same # of hours being reported with the covid hours