

New Integrated HR-Payroll System Absence Codes - effective 05/26/2020

	FFCRA Emergency Paid Sick Leave (EPSL) <i>(available April 1st to Dec 31st 2020)</i>			FFCRA EFMLEA (Emergency FML Expansion Act for COVID Childcare) <i>(available April 1st</i> <i>to Dec 31st 2020)</i>		COVID Childcare (Not covered under FFCRA)	Eldercare/or Telework is Not an Option <i>(Not covered under</i> <i>FFCRA)</i>	
	Leave Code Options for the first 80 hrs of EPSL (Emergency Paid Sick Leave)			Leave Code Options for (10) Weeks (400 hrs) of EFMLEA		Leave Code Option after (10) Weeks (400 hrs) EFMLEA/FMLA		
A/A	9580	9581	9582	9583	9584	9549	9585	9586
Name	FFCRA Employee Care	FFCRA Family Care	FFCRA Fam/ Care Leave Supp	FFCRA EFMLEA	FFCRA EFMLEA w/ Care Lv Supp	CDE – Care Leave	CDE Eldercare/ No TLW (telework)	CDE Eldercare/ No TLW w/ CL (Care Leave)
FFCRA Reason	1, 2, 3	4 & 5	4 & 5	5	5	N/A	N/A	N/A
Leave Payout	100% for up to 80 hrs	2/3rds pay up to 80 hrs (.).	2/3rds pay up to 80 hrs	2/3rds pay up to 10 weeks not to exceed remaining FML entitlement.	2/3rds pay up to 10 weeks not to exceed remaining FML entitlement	100% pay but charged to employee's leave liability.	2/3rds pay not to exceed the limits authorized in OSHR Employee Work & Emergency Leave Provisions (5/26 to Phase 3)	2/3rds pay not to exceed the limits authorized in OSHR Employee Work & Emergency Leave Provisions (5/26 to Phase 3)
Leave Supplement Options	N/A	EE can choose to supplement 1/3 of pay using personal leave. <i>(This code</i> <i>is also used if</i> <i>employee does not</i> <i>supplement.</i> <i>Agency must</i> <i>create 416 to</i> <i>payout leave</i> <i>supplement).</i>	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.	EE can choose to supplement 1/3 of pay using personal leave. <i>(This code</i> <i>is also used if</i> <i>employee does not</i> <i>supplement.</i> <i>Agency must</i> <i>create 416 to</i> <i>payout leave</i> <i>supplement).</i>	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.	HR Payroll systems automatically pays. CDE Care leave must be made up within 24 mths.	EE can choose to supplement 1/3 of pay using personal leave. <i>(This code is also</i> <i>used if employee</i> <i>does not supplement.</i> <i>Agency must create</i> <i>416 to payout leave</i> <i>supplement).</i>	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.

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The Below Codes are to be used **for the first (80) hrs** of EPSL (Emergency Paid Sick Leave):

- 2/3 pay for the codes noted as “2/3rds pay” in the “Leave Payout” column takes effect 5/26/2020.
- ***Note: Depending on the reason State of Emergency Leave was used from 04/01/2020 to 05/25/2020 will determine if or how much EPSL leave an employee has remaining to use 05/26/2020 forward.**

A/A	Name	Reason	Leave Payout	Leave Supplement Options	Wage Type (on Remuneration Stmt)	EFMLEA eligible
9580	FFCRA Employee Care	FFCRA reason #: 1. Employee subject to quarantine/isolation order due to COVID; 2. Employee advised by health care provider to self-quarantine due to COVID; 3. Employee experiencing COVID like symptoms & seeking medical diagnosis.	100% pay up to 80 hrs <i>(*see note above)</i>	N/A	1388 FFCRA Employee Care	No <i>Note: Employee may be eligible for FML depending on seriousness/extent /duration of COVID sickness. EE would have to have doctor complete FML certification.</i>
9581	FFCRA Family Care <i>(Employee uses this code if supplementing 1/3 pay with personal leave or not supplementing)</i>	FFCRA reason #: 4. Employee caring for individual subject to quarantine/ isolation order (reason 1); or self quarantine by a health care provider (reason 2); 5. Employee caring for child whose school or place of care is closed due to COVID.	2/3rds pay up to 80 hrs <i>(*see note above)</i> <i>Agency must create 416 to payout leave supplement.</i>	Employee may elect to supplement 1/3 of pay using Bonus, Vacation, Compensatory, or Sick Leave.	1386 FFCRA Family Care, along with applicable leave payout wage type if supplementing with leave.	Yes - if for FFCRA Reason # 5 AND the employee has been employed for at least 30 days prior to their leave request. And the employee has not already exhausted 12 weeks of FMLA.
9582	FFCRA Fam/ Care Leave Supp*	(Same as above)	2/3rds pay up to 80 hrs <i>(*see note above)</i>	HR Payroll System will automatically supplement 1/3 of pay with CDE Care Leave. <i>Note: CDE Care Leave must be made up within 24 mths.</i>	1386 FFCRA Family Care along with 1381 CDE Care Leave.	Yes - if for FFCRA Reason # 5 AND the employee has been employed for at least 30 days prior to their leave request. And the employee has not already exhausted 12 weeks of FMLA.

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The Below Codes are to be used **for remaining 10 weeks (400 hrs) of EFMLA** (Expanded FMLA):

- 2/3 pay for the codes noted as “2/3rds pay” in the “Leave Payout” column takes effect 5/26/2020.
- For employees that have used more than 80 hrs of State of Emergency Leave (9548) from 04/01/2020 to 5/25/2020 for FFCRA Reason #5, the amount over 80 hrs may be deducted from the 10 weeks (or 400 hrs) of employee’s remaining FML entitlement;
- The EFMLEA is NOT an additional (12) weeks of FMLA. Therefore, if employee has already exhausted 12 weeks of FMLA, they will NOT be eligible for EFMLEA. Employees that have exhausted a portion of their (12) weeks of FMLA, will only have the remaining balance to exhaust for EFMLEA.

A/A	Name	Reason	Leave Payout	Leave Supplement Options	Wage Type (on Remuneration Stmt)	EFMLEA eligible
9583	FFCRA EFMLEA <i>(Employee uses this code if supplementing 1/3 pay with personal leave or not supplementing)</i>	FFCRA reason #: 5. Employee caring for child whose school or place of care is closed due to COVID.	2/3rds pay up to 10 weeks (400 hrs), not to exceed the employee’s remaining FML entitlement. <i>Agency must create 416 to payout leave supplement.</i>	Employee may elect to supplement 1/3 of pay using Bonus, Vacation, Compensatory, or Sick Leave.	1389 FFCRA EFMLEA along with applicable leave payout wage type if supplementing with leave	Yes – if the employee has been employed for at least 30 days prior to their leave request AND employee has not already exhausted 12 weeks of FMLA.
9584	FFCRA EFMLEA w/ Care Leave Supp*	(Same as above)	2/3rds pay up to 10 weeks (400 hrs), not to exceed the employee’s remaining FML entitlement.	HR Payroll System will automatically supplement 1/3 of pay with CDE Care Leave. <i>Note: CDE Care Leave must be made up within 24 mths.</i>	1389 FFCRA EFMLEA along with 1381 CDE Care Leave.	Yes – if the employee has been employed for at least 30 days prior to their leave request AND employee has not already exhausted 12 weeks of FMLA.

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The Below Code to be used **after FML/EFMLEA (Emergency FMLEA) has been exhausted:**

- If the agency/manager approves the employee to exhaust CDE-Care Leave, the following code may be available for the employee to use.

A/A	Name	Reason	Leave Payout	Leave Supplement Options	Wage Type (on Remuneration Stmt)	EFMLEA eligible
9549	CDE Care Leave	Employee is ineligible for FFCRA <i>(Employee has already exhausted FML or EFMLEA entitlement).</i> Employee is required to stay at home with a child because of the closure of a day care facility or public/private school.	Leave paid at 100% but charged to the employee's leave liability.	N/A <i>Note: CDE Care Leave must be made up within 24 mths.</i>	1381 CDE Care Leave	N/A

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The Below Codes may be available for EPSLA (Emergency Paid Sick Leave):

- These codes are available for use for reasons that are NOT covered under the FFCRA.
- *These codes are restricted for use during the time period of 5/26/2020 to 6/30/2020 (or start of Phase 3, whichever is first).

A/A	Name	Reason	Leave Payout	Leave Supplement Options	Wage Type (on Remuneration Stmt)	EFMLEA eligible
9585	CDE Eldercare/ No TLW <i>(Employee uses this code if supplementing 1/3 pay with personal leave or not supplementing)</i>	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible.	2/3rds pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions. (*See note above). <i>Agency must create 416 to payout leave supplement</i>	Employee may elect to supplement 1/3 of pay using Bonus, Vacation, Compensatory, or Sick Leave.	1390 CDE Eldercare/No TLW along with applicable leave payout wage type if supplementing with leave.	N/A
9586	CDE Eldercare/ No TLW w/ CL* <i>(w/ CDE Care Leave)</i>	Same as above.	2/3rds pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions. (*See note above).	HR Payroll System will automatically supplement 1/3 of pay with CDE Care Leave. <i>Note: CDE Care Leave must be made up within 24 mths.</i>	1390 CDE Eldercare/No TLW along with 1381 CDE Care Leave.	N/A