

Emergency Paid Sick Leave and Expanded FMLA Timecard Hours Codes

The plan name is: **CoVID19 Plan**

EPSLA (Emergency Paid Sick Leave-Coronavirus)

The new Emergency Paid Sick Leave plan provides for two weeks (ten working days) of hours based on the employees' normal work schedule.

1. Timecard Hours Code - **CoVid19-Self**

When should I use this hours type code on my timecard?

- I am subject to a federal, state or local quarantine or isolation order related to COVID-19.
- I was advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

How will my pay be calculated?

You will be paid at your regular rate of pay, up to the amount of hours allocated in your sick leave plan (**CoVid19 Plan**) with no per day nor maximum aggregate total.

Leave Request

Notify your manager of the need and specific reason for leave under this hours type code and enter a leave request in OPUS using the code "CoViD Leave" when prompted to enter the "Absence Type".

2. Time Card Hours Code - **CoVid19-Other Care**

When should I use this hours type code on my time card?

- I am caring for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider).
- I am caring for a child (under 18 years of age) whose school (primary or secondary, not beyond grade 12) or paid child care provider is closed or unavailable for reasons related to COVID-19.
- I am 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.

How will my pay be calculated?

You will be paid at your regular rate of pay up to the amount of hours allocated in your sick leave plan (**CoVid19 Plan**) with no per day nor maximum aggregate total.

Leave Request

Notify your manager of the need and specific reason for leave under this hours type code and enter a leave request in OPUS using the code "CoViD Leave" when prompted to enter the "Absence Type".

IMPORTANT INFORMATION regarding Emergency Paid Sick Leave Other Care (CoVid19 Other Care)

The Families First Act limits payment of sick leave for the care of another at 2/3 of your regular rate, with a daily cap of \$200.00 per day. The Pinellas County Appointing Authorities unanimously decided to

pay 100% of your regular pay rate. In order for the employer taxes to calculate accurately, you will see two distinct earning codes on your payslip:

- **CoViD19 Other Care** (paid at 2/3 of your pay rate, capped at \$200.00 per day) - This is the code you will key on your time card and it will also display on your payslip.
- **CoViD19 Other Care Pinellas** (paid at 1/3 of your pay rate and will include, when applicable, any additional amount over the \$200.00 limit per day) - This is a payroll calculation earnings code. It is NOT a time card hours code. This earnings code will display on your payslip.

EFMLA (Expanded FMLA)

Leave Request

Enter EFMLA leave requests into OPUS using the code “CoViD Leave” when prompted to enter the “Absence Type” and provide any required documentation to our third-party administrator, The Standard.

3. Time Card Hours Code - **CoVid19 FMLA**

When should I use this hours type code on my time card?

- I am unable to work due to a need to care for a child (under 18 years of age) whose school (primary or secondary, not beyond grade 12) or paid child care provider is closed or unavailable for reasons related to COVID-19.

How will my pay be calculated?

You will be paid at 2/3 of your normal pay rate (minimum pay rate will be set at \$12.50/hr), not to exceed \$200 per day and a maximum total of \$10,000.

You may supplement your pay with your annual leave hours, floating holidays, personal days, or Emergency Paid Sick Leave in order to be brought up to your regular pay. For assistance in calculating the annual leave time needed to supplement, please utilize the [Supplemental Time Calculator](#).

4. Time Card Hours Code - **CoVid19 FMLA LWOP**

When should I use this hours type code on my time card?

- I am unable to or do not wish to supplement my first (10) days of qualified coverage under the CoViD19 EFMLA (expanded FMLA).

Your use of CoViD19 FMLA LWOP indicates you will be *without pay* for the first two weeks (10 days) of authorized coverage under CoViD19 EFMLA.

Need Assistance? Email your payroll support team:

- BCC and CCC: payroll@mypinellasclerk.org
- Forward Pinellas: jjacobs@forwardpinellas.org
- PAO: tmarsh@pcpao.org
- SOE: sumorse@votepinellas.com