

GUIDE TO COVID-19 LEAVE CODING

Staff and Temporary Employees

Effective July 1, 2020



The codes below are only to be used for approved COVID-19 related staff and Temporary employee leave requests. All codes are effective July 1, 2020 through December 31, 2020. For exempt employees, entries are recorded in ePTO by the employee. For non-exempt employees, entries are recorded in Quali Time by the unit's Payroll Processor.

Please see Frequently Asked Questions for additional details about eligibility, payments/limits, and other process questions.

COVID-19 CHILD CARE RELATED LEAVES

Employees are eligible to take two types of child care leaves related to COVID-19. These leaves can be requested by submitting the [Child Care Leave Request Form for Staff & Temporary Employees](#) to IU Human Resources.

As part of the Emergency Paid Sick Leave (EPSL), employees can take up to two weeks of paid leave when they are caring for their child(ren) whose school or place of care has been closed (or the employee is uncomfortable sending them) and no other suitable person is available to provide care.

Additionally, the Emergency Family Medical Leave Expansion Act (EFMLA) extends the use of FMLA for employees with child care needs resulting from COVID-19.

The codes below are only to be used for approved COVID-19 related staff and Temporary employee leave requests. As part of the approval process, the IUHR Case Management team will notify units which specific codes should be used for each employee's request.

Time Off Reason	Description	Use Leave Code
Childcare needs resulting from COVID-19	<p>EPSL: Used when an employee is caring for their child(ren) as a result of school or childcare issues because of COVID-19 and no other suitable person is available to provide care.</p>	<p>EPSL Codes: FFC (Staff) FFD (Temporary) FFJ (Temporary—Flat Rate)</p> <p>*Paid at regular pay rate. EPSL is limited to up to 2 weeks (80 hours) of paid leave in 2020 for Full-Time Staff and the limit is reduced for Part-Time Staff and Temporary employees.</p>
	<p>EFMLA: Standard FMLA limits. Up to 12 weeks (480 hours) for full-time employees. Reduced limit for part-time staff and Temporary employees.</p> <p>Must be employed at IU for at least 30 days to be eligible.</p>	<p>1. For the first two weeks use (employee choice):</p> <ul style="list-style-type: none"> • Unpaid Time <ul style="list-style-type: none"> » AFL (Staff) » AFH (Temporary) • *EPSL (if not previously used) <ul style="list-style-type: none"> » FFA (Staff) » FFB (Temporary) » FFK (Flat Rate) • Accrued Time Off (Staff)—using FMLA codes and drawing from balances in this order: <ul style="list-style-type: none"> » Comp Time (CFL) » Vacation (VFL) / FMLA PTO (PFL) » Holiday (HFL) » Income Protection/Sick (SFL) <p>2. For remaining time (in the following order):</p> <ul style="list-style-type: none"> • Accrued Time Off (Staff)—using FMLA codes and drawing from balances in this order: <ul style="list-style-type: none"> » Comp Time (CFL) » Vacation (VFL) / FMLA PTO (PFL) » Holiday (HFL) » Income Protection/Sick (SFL) • EFMLA Pay <ul style="list-style-type: none"> 2/3 of regular pay (with a daily cap of \$200) using EFMLA codes <ul style="list-style-type: none"> » FFE (Staff) » FFG (Temporary) » FFL (Temporary – Flat Rate) 1/3 remaining time is unpaid <ul style="list-style-type: none"> » AFL (Staff) » AFH (Temporary)

COVID-19 ILLNESS/QUARANTINE/ISOLATION RELATED LEAVES

As part of the Emergency Paid Sick Leave (EPSL), employees are eligible for up to two weeks of paid leave when an employee is subject to or caring for an individual with whom they live who is subject to quarantine, isolation, or is experiencing symptoms, or tested positive for COVID-19. Employees are also eligible for additional paid time-off under the Keeping IU Healthy provisions of the IU Restart plan if they personally are subject to isolation, are experiencing symptoms, or have tested positive for COVID-19.

These leaves can be requested by submitting the [Non-Child Care Leave Request Form for Staff & Temporary Employees](#) to IU Human Resources. Generally, EPSL leave is to be used first and KIH leave codes for personal illness/isolation are only to be used once EPSL time has been exhausted.

Time Off Reason	Description	Use Leave Code	Pay
Caring for self for COVID-19 reasons	Used when an employee is subject to quarantine, isolation, or is experiencing symptoms of COVID-19 and awaiting diagnosis. EPSL leave is to be recorded first and only if additional time-off is required, KIH leave codes are to be used.	EPSL Codes: FFS (Staff) FFT (Temporary) FFH (Temporary—Flat Rate) KIH Codes: FFO (Staff) FFP (Temporary) FFQ (Temporary—Flat Rate)	EPSL: *Paid at regular pay rate. Limited to up to 2 weeks (80 hours) of paid leave in 2020 for full-time staff. Reduced limit for part-time staff and temporary employees. KIH: Paid at regular pay rate. Limited to lost wages over a 14 calendar day period
Caring for others for COVID-19 reasons	Used when an employee is caring for an individual who is subject to quarantine or self-isolation due to COVID-19.	EPSL Codes: FFM (Staff) FFN (Temporary) FFI (Temporary—Flat Rate)	EPSL: *Paid at regular pay rate. Limited to up to 2 weeks (80 hours) of paid leave in 2020 for full-time staff. Reduced limit for part-time staff and temporary employees.

**The EPSL limit of 2 weeks (80 hours) is the total available across all types of usage—child care and illness/quarantine/isolation of self/others.*