

## COVID-19 Time Off Pay Codes

Updated April 17, 2020

Employees needing time off related to COVID-19 must follow the notice requirement for their department or at least one hour before the start of the workday or shift. If this is not possible, employee should provide the notice as soon as practical.

All requests for leave under this policy must be made on a [COVID-19 leave request form](#). The COVID-19 leave request form is posted on the County's webpage under Employee Resources → Coronavirus Employment Information or a hard copy can be obtained from your department or the Employee Resources Department. The COVID-19 leave request form must be submitted to your department head or designee and forwarded to the Employee Resources Department for approval.

### County COVID-19 Leave Benefits

The following codes should be used for approved County leave related to COVID-19 pandemic (self-quarantine, illness or child care):

Leave	IntelliTime Pay Code	Cayenta Earnings Code
PTO – Employee Illness	COVID-PTOE	760
PTO – Family Illness / Childcare	COVID-PTOF	762
Sick Leave – Employee Illness	COVID-SICK	711
Sick Leave – Family Illness / Childcare	COVID-FSCK	712
Comp Time	COVID-COMP	731
Comp Time – Bank 2 (DSS Social Workers)	COVID-CMP2	734
Floating Holiday	COVID-FHOL	770
Kelly Hours	COVID-KELL	722
Perfect Attendance (PAL)	COVID-PAL	724
Reward Time Off	COVID-RWRD	759
Vacation – Biweekly	COVID-VACB	710
Vacation – Annual (Lieutenants and Deputies)	COVID-VACA	720
Unpaid Leave	COVID-UNPD	723
Involuntary Reductions Of Hours	COVID-REHR	726

### Emergency Paid Sick Leave Act

The following codes should be used for approved leaves under the Emergency Paid Sick Leave:

Leave	IntelliTime Pay Code	Cayenta Earnings Code
Emergency Paid Sick Leave – Employee Illness	VTO-SICKEE	181
Emergency Paid Sick Leave – Employee Illness For Healthcare Provider and Emergency Responders	VTO-ERSICK	183
Emergency Paid Sick Leave – Family Illness / Childcare (2/3 of regular hourly rate)	VTO-SICKFM	182

### Emergency Family and Medical Leave Expansion Act

The following codes should be used for approved leaves under the Emergency Family and Medical Leave Expansion Act

Leave	IntelliTime Pay Code	Cayenta Earnings Code
EFMLEA – Childcare (2/3 of regular hourly rate)	EFMLEA-CHD	525