

Timesheet Coding Instructions
Emergency Paid Sick Leave Act (EPSLA) and/or the
Emergency Family Medical Leave Expansion Act (EFMLEA) as
Enhanced by the State – April 6, 2020 through June 6, 2020
Last Updated: 5/22/2020, 2:45 PM

The following guidelines are provided to assist with the coding and approval of timesheets with the new COVID-19 Time Reporting Codes (TRCs) in accordance with the Emergency Paid Sick Leave Act (EPSLA) and/or the Emergency Family Medical Leave Expansion Act (EFMLEA) and the enhancements/benefits provided by the State of Vermont. This information will be updated as needed.

COVID-19 Paid Leave TRCs:

Non-FMLA Codes

- **C19IQ – COVID Dir to Isolate/Quarantine (Non-FMLA, Pays 100% of Regular Rate)**
 - subject to a Federal, State, or Local quarantine or isolation order related to COVID-19
 - advised by a health care provider to self-quarantine related to COVID-19
 - caring for an individual who is subject to a Federal, State, or Local quarantine or isolation order related to COVID-19; or has been advised by a health care provider to self-quarantine related to COVID-19

- **C19FS – COVID Self/Family Sick (Non-FMLA, Pays 100% of Regular Rate)**
 - experiencing COVID-19 symptoms and is seeking a medical diagnosis
 - has tested positive for COVID-19
 - experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services
 - caring for an individual who has tested positive for COVID-19
 - caring for an individual who is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

- **C19F – COVID SOV Schl/Busn Clsed 100% (Non-FMLA, Pays 100% of Regular Rate)**
 - caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
 - providing care for their child/children age 18 or older with a disability and cannot care for themselves due to that disability, due to school or business closure due to a COVID-19 related reason

- **C19NW – COVID No Work/Sent Home (Non-FMLA, Pays 100% of Regular Rate)**
 - an employee who has been sent home by management due to a lack of work

FMLA Codes – Used only after leave has been designated as FMLA

- **FC19F – FML COVID Self/Family Sick (FMLA designation, Pays 100% of Regular Rate)**
 - experiencing COVID-19 symptoms and is seeking a medical diagnosis
 - has tested positive for COVID-19
 - experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services
 - caring for an individual who has tested positive for COVID-19
 - caring for an individual who is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

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- **FC19C – FML SOV100% Sch/BusnClsd (FMLA designation Pays 100% of Regular Rate,)**
 - caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
 - providing care for their child/children age 18 or older with a disability and cannot care for themselves due to that disability, due to school or business closure due to a COVID-19 related reason
- **C19FC – FML COVID 2/3 Schl/Busn Clsd (FMLA designation, not using FC19C, Pays 2/3 of Regular Rate)**
 - caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
 - providing care for their child/children age 18 or older with a disability and cannot care for themselves due to that disability, due to school or business closure due to a COVID-19 related reason

NOTE: employees who are suffering from non-COVID-19 related conditions would code their timesheets with the existing/regular TRCs (earned leave balances, FMLA codes, as applicable)

COVID-19 Premium Pay Time Reporting Codes (TRCs) coded in addition to the corresponding regular TRCs for hours worked and/or hours worked over schedule:

- **C19PS – COVID \$1.50/hr Contact Public**

Should be coded for time actually worked, by employees who are:

 - assigned to work in a Correctional Facility, regardless of department
 - assigned to work in the Vermont Psychiatric Care Hospital, regardless of department
 - assigned to work in the Middlesex Adolescent Program, regardless of department
 - assigned to work in the Vermont Veterans' Home, regardless of department
 - working for Department of Corrections Probation and Parole Division
 - working in the Agency of Human Services for actual time spent in direct, in person, face-to-face contact with a member of the public during their work hours
 - members of Sworn Law Enforcement for actual time spent in direct, in person, face to face contact with a member of the public during their work hours
 - employees of the Vermont Department of Health who are obtaining samples from individuals for COVID19 testing
- **C19PP – COVID \$2.25/hr Contact Public**
 - Those employees identified above would code this TRC for any actual hours worked over schedule that meets the identified requirements
- **C19PL – COVID 20% Hrly Wage Mult PH**

Should be coded for time actually worked, including hours worked over schedule, by employees who are:

 - assigned to work in facilities whose primary function is to provide care to COVID19+ individuals
 - assigned to units, within a non-COVID19+ facility, whose function is to provide care to COVID19+ individuals
 - have direct person to person contact with a COVID19+ individual during their work hours
 - conducting COVID19 related direct testing in the Vermont Department of Health Laboratory