

**Timesheet Coding Instructions**  
**Emergency Paid Sick Leave Act (EPLSA) and/or the**  
**Emergency Family Medical Leave Expansion Act (EFMLEA) as**  
**Effective July 5, 2020**

Last Updated: July 22, 2020, 4:30 PM

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

**COVID-19 Paid Leave TRCs:**

*\*Any use of the C19IQ, C19FM, FC19F, and/or FC19S TRCs is limited to a maximum of a combined eighty (80) hours, or the equivalent of an employee's regular bi-weekly schedule.*

*Please note that any usage of the C19FS, C19F, and/or FC19C from April 6, 2020 through July 4, 2020 also count against these maximum hours.*

**Non-FMLA Codes**

- **C19IQ –COVID SELF Dir to Isolate/Quarantine 100% (Non-FMLA, Pays 100% of Regular Rate)\***
  - Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
  - Has been advised by a health care provider to self-quarantine related to COVID-19
  - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
  - Has tested positive for COVID-19 (and has exhausted FMLA entitlement)
  
- **C19FM – COVID Family Sick (Non-FMLA, Pays 2/3 of Regular Rate)\***
  - Is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19
  - Is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19
  - Is caring for an individual who is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services
    - ***Note, at this time, the U.S. Department of Health and Human Services (“HHS”) has not yet identified any “substantially similar condition” that would allow an employee to take paid sick leave.***
  - Is caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
  - Is 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 FAMILY ONLY Sick (FMLA designation, Pays 2/3 of Regular Rate)\***
  - Is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19

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- Is caring for an individual who has been advised by a health care provider to self-quarantine related to COVID-19
- Is caring for an individual who is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services

***Note, at this time, the U.S. Department of Health and Human Services (“HHS”) has not yet identified any “substantially similar condition” that would allow an employee to take paid sick leave.***

- **FC19S – FML COVID SELF ONLY Sick (FMLA designation, Pays 100% of Regular Rate)\***

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
- Has been advised by a health care provider to self-quarantine related to COVID-19
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Has tested positive for COVID-19

- **C19FC – FML COVID 2/3 Schl/Busn Clsd (FMLA designation, Pays 2/3 of Regular Rate)**

- Is caring for their child/children whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19
- Is 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)