*Please distribute this alert to any users within your agency who are responsible* ***for absence and attendance entry in SAP.***

**COVID-19 - New Absence/Quota Types and Overview of System Updates (Revised)**

* Information regarding New Absence/Quota Types and overview of system updates.
* **Revision (9/30/2020):**
  + Quota Extensions – change in deadline to use 2019 extended quota
  + New Absence/Quota Types – chart updated
  + Emergency Expansion FMLA Act – attachments updated

**Paid Office Closing (POC)** - As announced on Thursday, March 26th, paid office closings due to COVID-19 have been extended for all non-essential employees whose work locations remain closed and who are unable to telework through **Friday, April 10, 2020**. This extension applies to all employees in all counties who are unable to report to work or telework, regardless of the start date of the paid office closing for their work county.

Reminder: Paid Office Closings (POC) related to COVID-19 must be entered for all affected employees, even though POC is usually only entered for wage employees or non-essential employees who work overtime or out of class within the same week as the office closing.

Please ensure that POC absences are entered as appropriate no later than:

T3/Z3 - April 14, 2020; Z1/T2/Z2 - April 21, 2020

Audits will be conducted to ensure that absences are entered for employees who have not or are not working.

**Administrative absence (ADMN)** - Can continue to be used for up to ten days for employees who are quarantined and unable to telework due to COVID-19 for an absence that began on or prior to April 10th. Scenario – EE quarantined beginning April 9th. ADMN absence can be entered for up to ten days.

**Approved Leave Without Pay (AO)** – When entering absence type AO for absences related to COVID-19 via ESS, users should select the applicable relationship using the Influenza box and enter ‘COVID-19’ in *Other Remarks.* If absence is entered via IT2001, users must enter ‘COVID-19’ via *Edit>Maintain Text>,* select the Save icon and then the applicable relationship when the Influenza box is presented.

**Quota Extensions** – The deadline to use quota extended from leave calendar year 2019 has been postponed. Any unused 2019 extended quota will be combined with 2020 extended quota. Employees now have until the end of the 7th pay period in leave calendar year 2021 to use the 2019 extended quota. This includes annual/combined, personal, and where applicable, compensatory and holiday quota extensions.

|  |  |  |
| --- | --- | --- |
| Payroll Area | Original Extension End Date | Deadline |
| T3/Z3 | 4/10/2020 | 04/09/2021\* |
| T2/Z2 | 4/17/2020 | 04/16/2021\* |
| Z1 | 4/18/2020 | 04/17/2021\* |

\* These deadlines may be extended further should the current state of emergency continue beyond these dates. Employees will be given a minimum 60-day notice to use extended leave.

**New Absence/Quota Types**

New absence types/quotas are available for use for absences related to COVID-19. This does not preclude users from requesting/using existing absence types for COVID-19.

* Emergency Sick Quota (QT 22) was loaded with ten days (75/80 hours).
* Emergency Childcare (QT 23) was loaded with ten weeks (375/400 hours).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** | **Quota Type for Deduction** | **Quota Amount** | **Absence Type  &** **Usage Criteria** | **Absence Type Text** | **FMLA Workbench Event**  **FMLA-Emergency Childcare** | **Wage Type** | **Wage Type Text** |
| 4/1/20 | 22 - Emergency Sick | **10 days** | ES  consecutive full day \*\*\* | Pd-Emergency Sick | n/a | 2816\* | Emergency Sick |
| 4/1/20 | 22 - Emergency Sick  (requires 30+ days of service for use of ESF for Childcare) | ESF\*\*\*  consecutive full day  …………………….  for childcare intermittent full day | Pd-Emergency Sick Family | Abs must be linked for childcare relationship | 2817\*\* | Emergency Sick Family |
| 4/1/20 | 22 - Emergency Sick | ESA  consecutive full day | Pd-Emergency Sick Addtl | n/a | 2818\*\* | Emergency Sick Additional |
| 4/11/20 | 23 – Emergency Childcare (requires 30+ days of service) | **10 weeks** | ECC  intermittent full day\*\*\*\* | Pd-Emergency Childcare | Abs must be linked | 2819\*\* | Emergency Childcare |

\*Paid at 100% or a maximum of $511 per day/$5110 in aggregate

\*\*Paid at 2/3’s rate or a maximum of $200 per day/$2000 in aggregate. For ECC, $10,000 in aggregate

\*\*\* ES/ESF may be used in less than full-day increments only when an employee is required to leave the worksite for a COVID-19 qualifying reason prior to the end of their work shift.  
\*\*\*\*ECC may be requested prospectively in less than full-day increments, subject to supervisory approval based on operational needs.

**Emergency FMLA Expansion Act**

Reference the [COVID-19 Systems Overview](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/COVID_19_Systems_Overview.docx) for detailed information regarding updates to SAP.

Reference the [COVID-19 Absence Guide](https://www.hrm.oa.pa.gov/Alerts-and-Transactions/Documents/Time%20Alerts/COVID-19_Absence_Guide.xlsx) for examples of when to use specific absence types.

**Questions?**

**Policy** - please email [ra-oaleave@pa.gov](mailto:ra-oaleave@pa.gov)

**Systems** - please submit an [HR help desk ticket](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category or call the HR Service Center, Time Services team at 877.242.6007, Option 2.