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

**COVID-19 - New Absence Type “CH19” Created for Enforcement Officers**

* Information regarding a new COVID-19 absence type “CH19” created for Enforcement Officers

Beginning **April 29, 2020**, a new COVID-19 absence type is available for use by Commonwealth employees covered by the Enforcement Officer Disability Benefits Law, commonly referred to as the Heart and Lung Act.

This includes employees at the following agencies: Department of Corrections, Pennsylvania State Police, Probation and Parole, Department of Military and Veterans Affairs, Department of Human Services, Department of General Services, Game Commission, Fish and Boat Commission, Department of Conservation and Natural Resources, Pennsylvania Emergency Management Agency, and Attorney General.

Absence type *CH19 (COVID-19 Enfrcmnt Officer)* was created following the enactment of Act 17 of 2020, which provides paid leave benefit for employees covered by the Heart and Lung Act. Leave available under Act 17, referred to as COVID-19 Leave, is for any situation where a covered employee is either diagnosed with COVID-19 or quarantined due to exposure to COVID-19 and is temporarily incapacitated and unable to work or telework.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **Absence Type** | **Absence Type Text** | **Wage Type** | **Wage Type Text** |
| 4/29/20 | CH19 | COVID-19 Enfrcmnt Officer | 2809 | COVID-19 Enfrcmnt Officer |

While covered employees on this leave will be paid their full rate of salary as an employee receiving Heart & Lung benefits, this is not considered a work-related injury benefit. CH19 absences will route to the Time Advisor for approval via workflow.

NOTE: Holidays occurring during a CH19 absence should be coded as “CH19”. The holiday is lost, and a quota correction should be created to reduce the holiday quota unless a specific union has a separate established policy regarding holidays during a Work-Related Injury-Heart & Lung (absence type “DH”) absence.

Covered employees are eligible for COVID-19 absences for up to 60 calendar days from the first date of usage for a qualifying event. A warning message, ***Check CH19 60-Day Entitlement***, will generate on Time Evaluation Messages Display if 60 calendar days of absence type CH19 are entered for a qualifying event. This indicates that the employee has reached the maximum 60 calendar day entitlement for the qualifying event. If more time off is requested, users should review the CH19 absences for accuracy and correct if needed.

Some things to keep in mind regarding absence type CH19:

* Absence type CH19 counts as hours worked for:
  + Overtime
  + Leave Accrual
  + Leave Service Credit
  + Seniority
  + Clothing Allowance Entitlement
* Absence type CH19 is retirement covered

**Reporting**

* New absence type is available in standard and custom SAP time reports.

**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.