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

**COVID-19 Related Systems Changes for Calendar/Leave Calendar Year 2021**

* Information regarding COVID-19 related systems changes for calendar/leave calendar year 2021.

**Emergency Sick/Emergency Sick Family**

The Commonwealth is granting employees ten (10) days of COVID-19 Emergency Paid Sick Leave (75/80 hours) to use for COVID-19 related absences in 2021 (pro-rated for part-time employees). 2021 Emergency Sick quota (QT22) generated in SAP with effective dates 1/1/2021-12/31/2021. Absence types Emergency Sick (ES) and Emergency Sick Family (ESF) will deduct from this quota type. Previously established guidelines for use of these absence types remain in place.

NOTE: Unused 2020 ES/ESF quota provided for under the FFCRA expired as of 12/31/2020 and is not available for use for effective dates in 2021.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start Date** | **Quota Type for Deduction** | **Quota Amount** | **Absence Type  &** **Usage Criteria** | **Absence Type Text** | **FMLA Workbench Event** | **Wage Type** | **Wage Type Text** | **Reason for Absence** |
| 1/1/21 | 22 – Emergency Sick | 10 days | ES consecutive full day | Pd-Emergency Sick | n/a | 2816\* | Emergency Sick | 1-3 |
| 1/1/21 | 22 – Emergency Sick | ESF consecutive full day | Pd-Emergency Sick Family | n/a | 2817\*\* | Emergency Sick Family | 4 |

\*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.

**Emergency Sick Addtl** **(ESA)**

Absence type ESA expired as of 12/31/2020 and is no longer available for use.

**Emergency Childcare** **(ECC)**

Absence type ECC expired as of 12/31/2020 and is no longer available for use.

**Permanent Full-Time and Part-Time Union-Covered Employees with Less Than One Year of Service and Annual/Combined/Sick Leave Anticipation**

Anticipated annual/combined/sick quotas for first year permanent full-time and part-time union-covered employees with less than one year of service (based on the employee’s adjusted leave service date (Z2 date on IT0041) will show the 2021 anticipated quota on the first day of the 2021 leave calendar year. Leave calendar year 2021 new hires will show anticipated quota effective the date of hire.

**Questions?**

If you have any questions regarding this alert, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the time category. You may also call for time support at 877.242.6007, Option 2.