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

**Sick Family Leave 5-Day Entitlement Modification**

* Information regarding a temporary modification to the 5-day entitlement for Sick Family leave.

This alert is to provide information for time advisors regarding a temporary modification in SAP that allows employees to use up to fifteen (15) days of Sick Family leave. As a result of the COVID-19 pandemic, the 5-day per leave calendar year entitlement for Sick Family leave has been increased to fifteen days for the 2020 leave calendar year. Effective at the start of the 2021 leave calendar year, the Sick Family leave entitlement will revert to 5 days per leave calendar year.

**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.