***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 Leave Calendar Year 2022**

* Information regarding COVID-19 related systems changes for leave calendar year 2022.

**Emergency Sick/Emergency Sick Family**

Employees who have quota remaining from the ten (10) days of COVID-19 Emergency Paid Sick Leave (75/80 hours) granted by the Commonwealth in 2021 to use for COVID-19 related absences (pro-rated for part-time employees) will have that quota available for use through 6/30/2022. The end date of the 2021 Emergency Sick quota (QT22) will be changed from 12/31/2021 to 6/30/2022.

Employees hired from 1/1/2022 through 6/30/2022 will receive a quota, however the end date of the quota will initially generate as 12/31/2022. The quota end date will be changed to 6/30/2022 as all employees can only use this quota through 6/30/2022. 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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.

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

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 continue to be able to anticipate quota through leave calendar year 2022. Employees hired after 6/30/2022\* will not be able to anticipate quota until they have reached one year of service (based on the employee’s adjusted leave service date (Z2 date on IT0041).

\*NOTE – employees hired after 6/30/2022 who are in bargaining units that have the contract provision allowing for the anticipation of one day of annual quota will be able to do so.

**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.