Emergency Family Leave - Instructions for Payroll Secretaries

I am a Payroll Secretary/Timekeeper. How do I finalize Emergency Family Leave (EFL) applications?

Looking for something else?
This article is intended for Payroll Secretaries/Timekeepers only.
If you are an employee who is looking to apply for the Emergency Family Leave, please see:
Emergency Family Leave due to COVID-19 – Excused Leave at Partial Pay (9936).

As a Payroll Secretary/Timekeeper, there are certain tasks that you will need to take regarding your employee's COVID-19 Emergency Family Leave (EFL) application.

Emergency Family Leave applications are reviewed by HR Connect's Medical, Leaves and Records Administration. If an application is found to be eligible, it will be forwarded to you for further action. You will receive a copy of the eligibility notification, which will also be sent to the employee.

This Emergency Family Leave is different than excused absences for other valid COVID-19 purposes (e.g. the employee's own illness or need to quarantine) and requires the employee to submit a separate application for review and approval. Once approved, the employee does not come off payroll for this absence but is entitled to the approved days/dates of absence, which will be recorded as a timekeeping event.

For general information about EFL, please see: Emergency Family Leave due to COVID-19 – Excused Leave at Partial Pay (9936).

What do I need to do as a Payroll Secretary/Timekeeper?
Please read the following instructions carefully.

Once you have received a copy of your employee's EFL eligibility notification, perform the following steps:

1. **Confer with the employee to confirm their circumstances and make a final approval decision**.
   Although the employee has been deemed "eligible" for the leave by HR Connect, you must confirm their details and make the final approval decision.

   As a reminder, this leave is based on Federal FFCRA and EFMLEA guidelines and is intended for employees who are unable to work due to any of the following conditions:
   1) They are caring for an individual who is subject to a governmental quarantine or isolation order.
   2) They are caring for an individual who has been advised by a licensed health care provider to self-quarantine either because of exposure to COVID-19 or because of heightened risk associated with exposure to COVID-19.
   3) They are caring for their child under 18 years of age whose school or place of care has been closed or whose child care provider is unavailable due to COVID-19 precautions.

   IMPORTANT:
   If the employee was given a choice to have their child attend school full-time or on a blended schedule, but elected to keep them on full remote learning, they will not qualify for Emergency Family Leave. In this case,

their child's school is not closed so they do not meet the criteria in reason #3 above. Additionally, if an employee's child is on a blended learning schedule, they are only eligible to take this leave during their child's remote-learning days. For example, if the child attends school in-person two days each week, the employee is only eligible for Emergency Family Leave for the remaining three days during which the child is at home. You must confirm this information with the employee in order to make a final approval decision.

2. **Gather documentation, as necessary**.
   You may, but are not required to, ask for supporting documentation from the employee to prove they meet the condition claimed on their application. For example, you may request that the employee provide you with a letter from their child's school confirming it was closed during the requested dates.

3. **Update the employee's timekeeping with the correct timekeeping code for the confirmed dates of their absence**.
   Once confirmed, you will need to enter the applicable timekeeping code (see below) within the dates noted in the eligibility notification. **These codes will not work until 1 week after you receive the eligibility email.** This may include dates in a previous pay period that will need to be adjusted. These timekeeping codes will allow the employee to remain on payroll at two-third's of their regular pay rate for the dates of their absence.

Timekeeping Codes:

Pay Cycles and Banks	Timekeeping Code
Pay Cycles "S" and "P"	50C23
Pay Cycle "B"	60C23
H-Bank (Cybershift)	C2M - School closed C2G -Governmental order C2H - Health provider order

A) For any dates before 10/1/2020
Due to the delayed and staggered school-start schedules this year, for the purposes of this leave, all schools will be considered as "closed" prior to 10/1/2020. You may consider the employee approved for any requested dates prior to this date and should enter the appropriate code above.

B) For the date range from 10/1 -11/13
- For any days that you have determined the employee is approved, enter the appropriate timekeeping code above.

- For any days that the employee did not work under the assumption that they were eligible for Emergency Family Leave, but for which you determine they are not eligible, the employee may use accrued time (if available) or you may enter these days as an excused absence without pay. Do not use the timekeeping codes above in these instances.

C) For dates after 11/13/2020
- You may enter the timekeeping codes above for any dates within the "eligible" range that you have approved for the employee.

- After this date, if the employee is not approved for Emergency Family Leave, they must either return to work or resign from the DOE.

Note on Accommodations:
Employees approved for an accommodation to work remotely are equally eligible for the excused absences as those who would be working in person. If the employee was also approved for an accommodation to work remotely, this leave should not be entered into timekeeping for the days in which the employee is able

to work remotely but can be used intermittently on days they are unable to do so, assuming they meet all the eligibility criteria for those days.

What do I do if I have questions about the correct codes to use?
For questions regarding usage of codes other than the timekeeping codes above, please reach out to your Payroll Support Personnel at your Borough Office.