

## COVID-19 Leave TRC Changes Effective 01/01/2021 and 01/10/21

- ADH (High Risk), ADC (Self), CVF (Family), CVK (Childcare) TRCs Valid Thru 12/31/2020.
- ADK, ADQ, ADR Valid from 01/01/2021 on.
- 2/3 Split for ADK and ADR through 01/09/21.
- Beginning 01/10/21, use ½ Split for ADK and ADR.

The following instructions are being provided to clarify SHARP Timesheet entry procedures for changes to employee leave policies that were outlined in the COVID-19 Leave Effective January 1st guidelines issued on December 29, 2020 which stated:

“The provisions of the Families First Coronavirus Response Act (FFCRA) providing employees with paid leave for various reasons related to COVID-19 expire on December 31st and the bill that Congress passed last week did not provide for any additional leave. So, as of January 1st, the Federal government is not requiring employers to provide employees with paid leave for any circumstances related to the ongoing pandemic.”

Governor Kelly has decided that State agencies under her jurisdiction will continue to provide paid leave to employees for certain absences related to COVID-19.

The State of Kansas COVID-19 Leave Request Form has been revised to reflect the new leave codes listed below and posted in the Forms and Documents section of the Office of Personnel Services website at: <https://www.admin.ks.gov/offices/personnel-services/forms-and-documents>

### Procedures for January 1, 2021 – January 9, 2021:

Effective **January 1 through January 9, 2021**, employees who were eligible for leave under the FFCRA will continue to be able to use leave for the same reasons, in the same proportions and in the same manner as is currently available. However, because the previous time reporting codes have special programming requirements tied to the FFCRA the following new codes have been developed and should be used beginning January 1, 2021:

**ADQ – Leave-COVID Quarantine** – replaces the existing ADC (Leave-Emergency Self) and CVF (Leave-Emergency Family) time reporting codes. This single leave code provides full paid leave at the employee’s existing rate of pay for all absences from work due to a quarantine, whether it is because of the employee testing positive, a household contact testing positive, or the employee being a close contact of someone who has tested positive, or for ongoing health issues following the mandatory quarantine.

**ADK – Leave-COVID Childcare** – replaces the existing CVK (Leave-Emergency Child2) time reporting code. Employees who are not able to work due to childcare issues related to COVID-19 will receive leave in the amount of 2/3 of their time, paid at the employee’s existing rate of pay, and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose. Effective January 1, 2021 FMLA will no longer be tracked for leave taken using the ADK code.

- Refer to the COVID-19 2/3 Leave Split (Valid thru 01-09-21) chart located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>.

**ADR – Leave-COVID High Risk** – replaces the existing ADH (Leave-Emergency High Risk) time reporting code. Employees considered at High Risk, will receive leave in the amount of 2/3 of their time, paid at the employee’s existing rate of pay, and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose.

- Refer to the COVID-19 2/3 Leave Split (Valid thru 01-09-21) chart located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>.

**Note:** Codes ADH, ADC, CVF, and CVK may be used through December 31, 2021, but they should no longer be used for leave taken after December 31, 2020.

## Procedures for January 10, 2021 – Until Further Notice:

Effective **January 10, 2021** employees who had been eligible for leave under the FFCRA will be able to use leave as follows.

A new COVID-19 50/50 (1/2) Leave Split chart to help to determine how to split the employee's hours between the ADK (Childcare) and ADR (High Risk) codes and their own leave, or leave without pay, can be found in the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>. Look for the COVID-19 1/2 Leave Split (Eff 01-10-21) chart.

**ADQ – Leave-COVID Quarantine** – replaces the existing ADC (Leave-Emergency Self) and CVF (Leave-Emergency Family) time reporting codes. This single leave code provides **full paid leave** at the employee's existing rate of pay for all absences from work due to a quarantine, whether it is because of the employee testing positive, a household contact testing positive, or the employee being a close contact of someone who has tested positive, or for ongoing health issues following the mandatory quarantine.

- The state is covering this leave at 100%. Example, if Quarantined for one day, 8 hours of ADQ is recorded on the employee's timesheet.
- There is no maximum to the number hours being recorded for this code (Usage can be more than 80 hours in totality).

**ADK – Leave-COVID Childcare** – replaces the existing CVK (Leave-Emergency Child2) time reporting code. Employees who are not able to work due to childcare issues related to COVID-19 will receive leave **in the amount of 1/2 of their time** at the employee's existing rate of pay and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose. Effective January 1, 2021 FMLA will no longer be tracked for leave taken using the ADK code.

- Refer to the new COVID-19 1/2 Leave Split (Eff 01-10-21) (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 50/50, the State is covering the higher amount: Example: 6.25 hours of leave taken is split like ADK 3.25 and VAC (or other leave or leave without pay) 3.0.
- There is no maximum to the number hours being recorded for this code.

**ADR – Leave-COVID High Risk** – replaces the existing ADH (Leave-Emergency High Risk) time reporting code. Employees who are not able to work due to having a higher risk of severe illness if they were to contract COVID-19 due to underlying medical conditions will report leave **in the amount of 1/2 of their time** at the employee's existing rate of pay and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose.

- Refer to the new COVID-19 1/2 Leave Split (Eff 01-10-21) chart (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 50/50, the State is covering the higher amount: Example: 6.25 hours of leave taken is split like ADR 3.25 and VAC (or other leave or leave without pay) 3.0.
- There is no maximum to the number hours being recorded for this code.