

COVID-19 Employee Timecard Situation Matrix
For Employees Receiving FFCRA Benefits - EPSL & EFMLEA
Information as of 6/2/2020 – Effective Dates: 6/2/2020-6/15/2020

Please note, these are general instructions and guidelines as of the listed dates. The County reserves the right to update or change this document to provide further clarity, to comport with any changes in interpretation of the FFCRA, and/or to determine different emergency pay provisions after the effective dates expire. Please contact your department Payroll Clerk regarding specific situations which fall outside of the provided guidance, and your Payroll Clerk will work with Auditor Payroll arrive at a solution.

- The information contained herein is to provide guidance and instructions for completing your timecards in light of the County-wide emergency due to the Coronavirus (COVID-19) Public Health Emergency.
- Due to the emergency, schedule changes may be made with less than 7 days notices. All applicable hours should be coded with disaster coding and overtime will only be paid based on the overtime provisions in the applicable MOU/Salary Resolution.
- Disaster Paid Not Worked (DPNW) pay may only be applied to employee’s timecards at the close of the pay period. DPNW hours are authorized only when a Department has no work available for an employee, or not enough work available to ensure that an employee meets their FTE for a given pay period. DPNW may only be applied to an employee’s timecard after all hours worked and applicable leaves for the pay period have been recorded in TimeSaver, evaluated by the department’s management via completion of the DPNW checklist, and approval provided by Department management to Department Payroll Clerk, HRL and/or Auditor Payroll staff. DPNW pay is not eligible for shift differential.
- If you were assigned as a disaster worker and have more than one job class which you record time to, please input hours worked as a disaster worker in the job class most similar to the duties performed.
- When Teleworking, employees are not eligible for Phone Work during the assigned shift (based on applicable MOU/Salary Resolution).
- Employees who are assigned by department management to be on Standby outside their scheduled shift and are called to respond remotely, will be paid according to Phone Work or Call-Back (if they must travel to report to a physical work location), based on provisions in the applicable MOU/Salary Resolution.
- Shift differential will be paid in accordance with applicable MOU/Salary Resolution.
- Employees in bargaining units represented by DSLEM, SCLEMA, SCPA, and SCDPDAA, and Salary Resolution unit 50 and 52 are no longer eligible for straight time overtime. However, employees should record all hour worked above 80 hours per pay period related to the emergency to pay code **MGMT Disaster OT – Track Only** as described in this matrix document. Hours worked that are not related to an emergency are not to be included the calculation of No MGMT Disaster OT – Track Only hours.
- MOUs and Salary Resolution can be found at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>

**EMERGENCY CODING FOR CORONAVIRUS PUBLIC HEALTH EMERGENCY -
TIMESAVER MISCELLANEOUS LABOR LEVEL (LL7)**

The following are the labor codes established for COVID19 emergency response work. Any work/time related to this emergency that is outside the normal scope of your regular duties should be coded to one of the listed codes.

<u>Code</u>	<u>Description – Emergency Related Response</u>
SON-ER-O61920	COVID-19 Overall emergency response and relief
SON-ER-C61920	COVID-19 County COOP Operations & Planning
SON-ER-E61920	COVID-19 Emergency work at Emergency Operations Center (EOC)
SON-ER-D61920	COVID-19 Emergency work at Department Operations Center (DOC)
SON-ER-X61920	COVID-19 Emergency code to track unknown hours worked or unknown coding when employee not available to complete timecard

Coding Telework and Extra-Help (EH) Telework for Hourly View Timecards

- In the *Pay Code* field, select “**TELE WKRD HRLY TIMECARD**” or “**EH-TELE WKRD HRLY TIMECARD**”
- In the *Amount* field, enter in the number of hours you Teleworked on this task
- In the *In* field, enter in the time you started the task.

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- Click on *Save* at the top right of the screen
- The *Out* field will automatically populate with the proper end time based on the hours you entered in the *Amount* field.
- Add any additional labor level coding in the *Transfer* field

Families First Coronavirus Response Act (FFCRA) - HR6201

FFCRA is new Federal legislation designed to provide additional benefits to those individuals who are offered work, but unable to **work or telework** because of COVID-19 related reasons. Please review **EMERGENCY PAY FOR SONOMA COUNTY EMPLOYEES AND FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) IMPLEMENTATION** provided by HR on 4/3/2020 and **Frequently Asked Questions Regarding the Families First Coronavirus Response Act (FFCRA) for the County of Sonoma** for more details about these new benefits. Employees must complete an **FFCRA Leave Request Form**, submit it to department and have approval from department, HR Disability Management/Auditor Payroll before using these new benefits. Below is a brief summary of the new benefits:

Emergency Paid Sick Leave (EPSL) – Provides 80 hours of employer paid sick leave for full-time employees and a pro-rated number of hours for part-time employees based on six month lookback of actual hours. The County will provide EPSL paid at your base hourly rate or FLSA regular rate of pay six month average, whichever is greater, and will not apply the Federally allowed pay caps. **In most cases, it will benefit the employee to use EPSL hour prior to using their own accrued vacation, sick or comp hours.** EPSL Qualifying Reasons (QR) are as follows:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. (Intended for individuals for whom work is available but who are unable to telework, and who are quarantining/isolating after overseas travel, or are in a high-risk group and cannot work because they must isolate/shelter-in-place, etc.)
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) The employee is caring for an individual who is subject to an order in QR #1 or quarantine/isolation described in QR #2, related to COVID-19.
- 5) The employee is caring for a son/daughter of the employee and the school or place of care of the son/daughter has been closed or the childcare provider is unavailable due to the public health emergency (if no other suitable person is available to care for the child during the period of such leave).
- 6) Employee is experiencing similar conditions specified by the Secretary of Health and Human Services.

Emergency Family and Medical Leave Expansion Act (EFMLEA) - Provides up to 12 weeks of leave with up to 10 weeks of partial pay if work is available and you are unable to work or telework because you are caring for a child or children under 18 who are home because of a school closure or childcare closure due to a public health emergency related to COVID-19.

FFCRA Leave Request Form – If you have one of the qualifying reasons listed above, please complete the form and submit it to your department payroll clerk for processing. HR Disability Management/Auditor Payroll will notify you of your approved/denied status for these benefits.

NEW PAY CODES FOR EMERGENCY PAID SICK LEAVE (EPSL) AND EMERGENCY FAMILY AND MEDICAL LEAVE ACT EXPANSION (EFMLEA) – plus separate EH codes

<u>Pay Code</u>	<u>Description - Reference EPSL Qualifying Reasons (QR) #'s Above</u>
EPSL Quarantine	EPSL COVID-19 Self Quarantine (QR1)
EPSL Self Sick/Symptoms	EPSL COVID-19 Self Sick/Symptoms (QR2&3)
EPSL Care 4 Family	EPSL COVID-19 Caring for Family (QR4)
EPSL No School/Childcare	EPSL COVID-19 No School/Childcare (QR5)
EFMLEA No School/Childcare	EFMLEA COVID-19 No School/Childcare

EMERGENCY CODING FOR CORONAVIRUS PUBLIC HEALTH EMERGENCY - TIMESAVER MISCELLANEOUS LABOR LEVEL (LL7)

The following are labor codes established to track use of leaves when supplementing EPSL or EFMLEA with accrued leaves and use of LWOP.

<u>LL7 Code</u>	<u>Description</u>
SON-ER-Q61920	COVID-19 Self Quarantine (QR1)
SON-ER-R61920	COVID-19 Self Sick/Symptoms (QR2&3)
SON-ER-T61920	COVID-19 Caring for Family (QR4)
SON-ER-U61920	COVID-19 No School/Childcare (QR5)

Employees who are not utilizing EPSL and/or EFMLEA benefits, please refer to the current COVID-19 Employee Timecard Situation Matrix for timecard coding guidance specific to other coding.

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- **F/T & P/T employees in bargaining units: SEIU, ESC, Local 39, WCE, DSA, SCLEA, SCPDIA, Unrepresented & Confidential**
- **Work is available and Employee is not able to work due to the following:**
 - **If work is not available FFCRA benefits do not apply, see Timecard Coding Matrix dated 6/2/2020**

<u>Situation –</u> <u>EPSL and/or EFMLEA Waiting Period</u>	<u>Timecard Coding</u>
<p>My work location was open and/or work was available and I was available to work, but</p> <ul style="list-style-type: none"> • I was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #1), and telework was not available. • I was advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 exposure (QR #2), and telework was not available. • I am a member of a high risk category as determined by public health orders applicable to the County of Sonoma, and telework was not available. 	<p>You qualify for EPSL QR #1 & #2. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Medical in accordance with applicable MOU/Salary Resolution. If using LWOP, apply the appropriate LL7 timecard coding above based on your situation. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open, and/or work was available, but I was sick with COVID-19 like symptoms and seeking medical diagnosis (QR #3), and could not work due to illness, or telework was not available.</p>	<p>You qualify for EPSL QR#3. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL or Sick Leave then Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Medical in accordance with applicable MOU/Salary Resolution. If using LWOP, apply the appropriate LL7 timecard coding above based on your situation. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open and/or work was available, but I was caring for an individual who was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #4), and telework was not available.</p>	<p>You qualify for EPSL QR#4. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open, or work or telework was available and I was unable to work/telework, because my dependent child/ren’s school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (during the EFMLEA two week waiting period).</p>	<p>You qualify for EPSL QR#5. Record F/T scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>

My work location was open and/or work was available and I was available to work, but I was advised by a healthcare provider that I have a similar condition as defined by the Secretary of HHS (QR #6), and telework was not available.

This reason is not in use as the Secretary of HHS has not issued any definitions at this time. The County will review and provide pay and leave guidance if the Secretary of HHS adds any definitions.

<u>Situation –</u> After EFMLEA Waiting Period	<u>Timecard Coding</u>
<p>My work location was open and/or work was available and I was unable to work because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period). I have elected to supplement my 2/3's pay with accruals.</p>	<p>Record 2/3's of regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to EFMLEA No School/Childcare and record remaining eligible daily hours to EPSL, Sick, Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken to reach your total daily hours (not to exceed your FTE). If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, Sick leave will be allowed for this situation. Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution and when EPSL has been exhausted. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period). I have elected to supplement my 2/3's pay with accruals.</p>	<p>For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to EFMLEA No School/Childcare and record remaining eligible daily hours to EPSL, Sick, Vacation, Comp, Floating Holiday, Supervisory Leave or Vacation Savings Plan Hours Taken to reach your total daily hours (not to exceed your FTE). If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, Sick leave will be allowed for this situation. Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution and when EPSL has been exhausted. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open and/or work was available and I was unable to work because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period). I have elected to NOT supplement my 2/3's pay with accruals.</p>	<p>Record 2/3's of regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to EFMLEA No School/Childcare (not to exceed your FTE). During this emergency, Sick leave will be allowed for this situation. Employees will use LWOP Non-Medical for remaining hours not being supplemented. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period). I have elected to NOT supplement my 2/3's pay with accruals.</p>	<p>For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to EFMLEA No School/Childcare (not to exceed your FTE). During this emergency, Sick leave will be allowed for this situation. Employees will use LWOP Non-Medical for remaining hours not being supplemented. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>

Illustration of 2/3's Pay and Supplementing**Full-Time Employee 1.0 FTE (example is working 8hrs/day)****EFMLEA – Full Day Use**

FTE of 8 hrs x 2/3 = 5.4 hours recorded to EFMLEA No School/Childcare

FTE of 8 hrs – 5.4 hrs EFMLEA pay = 2.6 hrs to supplement with EPSL or an accrued leave

8 hours of FMLA coverage for this day

EFMLEA – Partial Day Intermittent Use – example work 4 hours

Record actual hours worked as applicable = 4 hrs

FTE of 4 hrs x 2/3 = 2.7 hours recorded to EFMLEA No School/Childcare

FTE of 8 hrs – 4 hrs worked – 2.7 hrs EFMLEA pay = 1.3 hrs to supplement with EPSL or an accrued leave

4 hours of FMLA coverage for this day

Part-Time Employee 0.50 FTE who works only 40hrs/pay period**EPSL**

Calculated 6 month average daily hours 4hr/day

EPSL bucket = 40 hrs (4hrs x 10 days)

Max EPSL hours to be entered daily 4 hrs (not to exceed FTE – the same as when taking sick/vacation time)

EFMLEA

EFMLEA 2/3's of average daily hours is 4 hrs x 2/3 = 2.7 hrs

FTE of 4 hrs - 2.7 hrs EFMLEA pay = 1.3hrs remaining to record EPSL or accrued leave to supplement

4 hours of FMLA coverage for this day

Part-Time Employee 0.75 FTE (daily FTE hours are 6 hrs/day) – employee generally works 8hrs/day**EPSL**

Calculated 6 month average daily hours 8hr/day

EPSL bucket = 80 hrs (8hrs x 10 days)

Max EPSL hours to be entered daily 6 hrs (not to exceed FTE – the same as when taking sick/vacation time)

EFMLEA – Full Day Use

EFMLEA 2/3's of average daily hours is 8 hrs x 2/3 = 5.4 hrs

FTE of 6 hrs - 5.4 hrs EFMLEA pay = 0.6 hrs remaining to record EPSL or accrued leave to supplement

6 hours of FMLA coverage for this day

EFMLEA – Partial Day Intermittent Use

Record actual hours worked as applicable = 4 hrs

EFMLEA 2/3's of remaining daily hours is (6-4) 2 hrs x 2/3 = 1.3 hrs

FTE of 6 hrs – 4 hrs worked – 1.3 hrs EFMLEA pay = 0.7 hrs remaining to record EPSL or accrued leave to supplement

2 hours of FMLA coverage for this day

- **F/T & P/T employees in bargaining units: Admin Mgmt, Appointed Dept. Heads, SCPA, SCDPDA, DSLEM and SCLEMA**
- **Work is available and Employee is not able to work due to the following:**
 - **If work is not available FFCRA benefits do not apply, see Timecard Coding Matrix dated 6/2/2020**

<u>Situation –</u> <u>EPSL and/or EFMLEA Waiting Period</u>	<u>Timecard Coding</u>
<p>My work location was open and/or work was available and I was available to work, but</p> <ul style="list-style-type: none"> ● I was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #1), and telework was not available. ● I was advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 exposure (QR #2), and telework was not available. ● I am a member of a high risk category as determined by public health orders applicable to the County of Sonoma, and telework was not available. 	<p>You qualify for EPSL QR #1 & #2. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Medical in accordance with applicable MOU/Salary Resolution. If using LWOP, apply the appropriate LL7 timecard coding above based on your situation. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open, and/or work was available, but I was sick with COVID-19 like symptoms and seeking medical diagnosis (QR #3), and could not work due to illness, or telework was not available.</p>	<p>You qualify for EPSL QR#3. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL or Sick Leave then Vacation, Comp, Floating Holiday Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Medical in accordance with applicable MOU/Salary Resolution. If using LWOP, apply the appropriate LL7 timecard coding above based on your situation. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open and/or work was available, but I was caring for an individual who was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #4), and telework was not available.</p>	<p>You qualify for EPSL QR#4. Record F/T regularly scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open, or work or telework was available and I was unable to work/telework, because my dependent child/ren’s school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (during the EFMLEA two week waiting period).</p>	<p>You qualify for EPSL QR#5. Record F/T scheduled daily hours or eligible daily hours for P/T employee (not to exceed your FTE) to EPSL, Sick, Vacation, Comp, Floating Holiday Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick or a combination of 40 hours vacation/comp, then employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.</p>
<p>My work location was open and/or work was available and I was available to work, but I was advised by a healthcare provider that I have a similar condition as defined by the Secretary of HHS (QR #6), and telework was not available.</p>	<p>This reason is not in use as the Secretary of HHS has not issued any definitions at this time. The County will review and provide pay and leave guidance if the Secretary of HHS adds any definitions.</p>

Situation –**After EFMLEA Waiting Period****Timecard Coding**

My work location was open and/or work was available and I was unable to work because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to supplement my 2/3's pay with accruals.

Record 2/3's of regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to **EFMLEA No School/Childcare** and record remaining eligible daily hours to **EPSL, Sick, Vacation, Comp, Floating Holiday Hours Taken** to reach your total daily hours (not to exceed your FTE). If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, Sick leave will be allowed for this situation. Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution and when EPSL has been exhausted. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.

My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to supplement my 2/3's pay with accruals.

For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to **EFMLEA No School/Childcare** and record remaining eligible daily hours to **EPSL, Sick, Vacation, Comp, Floating Holiday Hours Taken** to reach your total daily hours (not to exceed your FTE). If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, Sick leave will be allowed for this situation. Employees may use LWOP Non-Medical in accordance with applicable MOU/Salary Resolution and when EPSL has been exhausted. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.

My work location was open and/or work was available and I was unable to work because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to NOT supplement my 2/3's pay with accruals.

Record 2/3's of regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to **EFMLEA No School/Childcare** (not to exceed your FTE). During this emergency, Sick leave will be allowed for this situation. Employees will use LWOP Non-Medical for remaining hours not being supplemented. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.

My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to NOT supplement my 2/3's pay with accruals.

For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for P/T employee (not to exceed your FTE) to **EFMLEA No School/Childcare** (not to exceed your FTE). During this emergency, Sick leave will be allowed for this situation. Employees will use LWOP Non-Medical for remaining hours not being supplemented. If using LWOP apply the appropriate LL7 timecard coding above based on your situation.

- **All Extra-Help Employees**
- **Work is available and Employee is not able to work due to the following:**
 - **If work is not available FFCRA benefits do not apply, see Timecard Coding Matrix dated 6/2/2020**

<u>Situation –</u> <u>EPSL and/or EFMLEA Waiting Period</u>	<u>Timecard Coding</u>
<p>My work location was open and/or work was available and I was available to work, but</p> <ul style="list-style-type: none"> • I was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #1), and telework was not available. • I was advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 exposure (QR #2), and telework was not available. • I am a member of a high risk category as determined by public health orders applicable to the County of Sonoma, and telework was not available. 	<p>You qualify for EPSL QR #1 & #2. Record daily scheduled hours to EPSL or EH Sick Hours Taken. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. After all EPSL hours are exhausted and other accrued balances have been used down to 40 hours of sick, then Employee will enter no hours. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open, and/or work was available, but I was sick with COVID-19 like symptoms and seeking medical diagnosis (QR #3), and could not work due to illness, or telework was not available.</p>	<p>You qualify for EPSL QR#3. Record daily scheduled hours to EPSL or EH Sick Leave. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. These hours may be protected under FMLA/CFRA.</p>
<p>My work location was open and/or work was available, but I was caring for an individual who was subject to a Federal, State or Local quarantine or isolation order related to COVID-19 (QR #4), and telework was not available.</p>	<p>You qualify for EPSL QR#4. Record daily scheduled hours to EPSL or EH Sick Leave. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation.</p>
<p>My work location was open, or work or telework was available and I was unable to work/telework, because my dependent child/ren’s school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (during the EFMLEA two week waiting period).</p>	<p>I qualify for EPSL QR#5. Record daily scheduled hours to EPSL or EH Sick Leave. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation.</p>
<p>My work location was open and/or work was available and I was available to work, but I was advised by a healthcare provider that I have a similar condition as defined by the Secretary of HHS (QR #6), and telework was not available.</p>	<p>At this time no definitions have been issued by the Secretary of HHS.</p>
<u>Situation –</u> <u>After EFMLEA Waiting Period</u>	<u>Timecard Coding</u>
<p>My work location was open and/or work was available and I was unable to work because my dependent child/ren’s school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period). I have elected to supplement my 2/3’s pay with accruals.</p>	<p>Record 2/3’s of regularly scheduled daily hours to EFMLEA No School/Childcare and record remaining eligible daily hours to EPSL or EH Sick to reach your total daily hours. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, EH Sick leave will be allowed for this situation.</p>

My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to supplement my 2/3's pay with accruals.

For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for EH employee to **EH EFMLEA No School/Childcare** and record remaining eligible daily hours to **EH EPSL** or **EH Sick Hours Taken** to reach your total daily hours. If using accrued leaves apply the appropriate LL7 timecard coding above based on your EPSL leave situation. During this emergency, Sick leave will be allowed for this situation.

My work location was open and/or work was available and I was unable to work because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to NOT supplement my 2/3's pay with accruals.

Record 2/3's of scheduled daily hours to **EFMLEA No School/Childcare**. During this emergency, Sick leave will be allowed for this situation.

My work location was open and/or work was available, I worked part of my shift and was unable to work the other part of my shift because my dependent child/ren's school or daycare facility was closed, or my caregiver was not available due to the public health emergency (QR #5), and no suitable alternative person was available to care for the child/ren (post two week waiting period).
I have elected to NOT supplement my 2/3's pay with accruals.

For the partial shift you worked, record actual hours worked as appropriate. For the partial shift you were unable to work record 2/3's of remaining regularly scheduled daily hours for F/T employee or 2/3's of eligible daily hours for EH employee to **EH EFMLEA No School/Childcare**. During this emergency, Sick leave will be allowed for this situation.