

Supervisor Quick Reference Guide

Emergency Sick Leave (up to 80 hours)

Employees are eligible to use up to 80 hours of emergency paid sick leave based on average number of hours worked in a 2- week period. This leave is available to both career and non-career employees and can be used for the following reasons:

Criteria	PS 3971 Code
Quarantine Order – Federal/State/Local – Self	077-19 Emergency Sick Leave - Self
Quarantine Order – Federal/State/Local – Care for Other	081-19 Emergency Sick Leave - Other
Seeking medical treatment for COVID 19	077-19 Emergency Sick Leave - Self
Care for a Child	081-19 Emergency Sick Leave - Other

*Rural DACA Code O for 1314A use OL block for Emergency Sick Leave.(DACA Code 8 will replace DACA O for any Leave code 081 on PS1314 once it is available)

Family Medical Leave Act Expansion

Employees may also utilize Family Medical Leave Act (FMLA) entitlement to care for children under 18 whose school or place of care is closed due to COVID-19. This entitlement is available to career and non-career employees after 30 days of employment.

- The first 2 weeks of this leave are unpaid, unless an employee chooses to substitute other types of paid leave.
- The following 10 weeks will be paid leave at 2/3 of an employee's normal pay, but in no event more than \$200 a day, or \$10,000 in the aggregate.

Criteria	PS 3971 Code
Child Care – first 10 days	081-18 Emergency Sick Leave – FMLA/Other 059-99 Part Day LWOP FMLA 060-99 Full Day LWOP FMLA (Rural - DACA L) 055-99 Annual Leave FMLA (Rural - DACA A) 056-18 Sick Leave – FMLA/National Emergency 056-99 Sick Leave– FMLA (Rural -DACA S)
Child Care – day 11 through day 60	081-18 Public Health FMLA - (until reason code 098 is available)

Rural DACA Code O for 1314A use OL block Public Health Leave – FMLA (DACA Code 8 will replace DACA O for any Leave code 081 on PS1314 once it is available)