

**DIVISION C EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT**

**First 10 Days**

TACS/eRMS Leave Code/Reason Code	Payroll Hours (TIME CARD) Code	Xfoot Leave Code	Rural DACA Code	Description	Comments	Effective Date - PP/YYYY
059-18	059 & 002	N/A	N/A	Part Day LWOP FMLA	Used for first 10 days if unpaid	** 4/1/2020 (PP 8 Week 1 Wed.)
060-18	060 & 002	N/A	DACA L	Full Day LWOP FMLA	Used for first 10 days if unpaid	** 4/1/2020 (PP 8 Week 1 Wed.)
055-18	055 & 002	N/A	DACA A	Annual Leave FMLA/National Emergency	Used for first 10 days if Annual Leave is requested	** 4/1/2020 (PP 8 Week 1 Wed.)
056-18	056 & 002	N/A	DACA S	Sick Leave FMLA/National Emergency	Used for first 10 days if Sick Leave is requested	** 4/1/2020 (PP 8 Week 1 Wed.)
*081-18	081 & 002	89-18	*DACA 8 - for 1314A use OL block	Emergency Sick Leave - FMLA/Other	Used for first 10 days if Emergency Sick Leave is requested	** 4/1/2020 (PP 8 Week 1 Wed.)
089-18	089 & 002	N/A	N/A	PubHlth-ESL Xfoot FMLA	Used during first 10 days to crossfoot an employee's time whose leave is reduced due to exceeding the daily monetary limit for codes 077 and 081	Went into Production 4/23/2020 (PP9 Week 2), but effective 4/1/2020.
* Use code O as interim process until DACA 8 has been added (RURAL ONLY)						
**NOTE: This leave should not be used prior to April 1, 2020.						
Interim Procedures						
081-18			DACA O - for 1314A use OL block	Emergency Sick Leave - FMLA/Other	Used for first 10 days if Emergency Sick Leave is requested	** 4/1/2020 (PP 8 Week 1 Wed.)
**NOTE: This leave should not be used prior to April 1st.						

**After first 10 days up to Ten Weeks**

TACS/eRMS Leave Code/Reason Code	Payroll Hours (TIME CARD) Code	Xfoot Leave Code	Rural DACA Code	Description	Comments	Effective Date - PP/YYYY
*066-18	066 & 002	089-18	*DACA 9 - for 1314A use OL block	Public Health Leave - FMLA	Used when requested for Public Health Leave	Went into Production 4/23/2020 (PP9 Week 2), but effective 4/15/2020.
089-18	089 & 002	N/A	N/A	PubHlth-ESL Xfoot FMLA	Used to crossfoot an employee's time whose leave amount is reduced due to exceeding the daily monetary limit for code 066	Went into Production 4/23/2020 (PP9 Week 2), but effective 4/1/2020.
* Use code O as interim process until DACA 9 has been added (RURAL ONLY)						
Interim Procedures						
066-18			DACA O - for 1314A use OL block	Emergency Sick Leave - FMLA/Other	Used when requested for Public Health Leave	** 4/1/2020 (PP 8 Week 1 Wed.)
**NOTE: This leave should not be used prior to April 1st.						

**DIVISION E EMERGENCY PAID SICK LEAVE ACT**

TACS/eRMS Leave Code/Reason Code	Payroll Hours (TIME CARD) Code	Xfoot Leave Code	Rural DACA Code	Description	Comments	Effective Date - PP/YYYY
077-19	077	089-19	DACA O - for 1314A use OL block	Emergency Sick Leave - self	Used when requested for COVID-19 related absences for self	** 4/1/2020 (PP 8 Week 1 Wed.)
*081-19	081	089-19	*DACA 8 - for 1314A use OL block	Emergency Sick Leave - other	Used when requested for COVID-19 related absences to care for a dependent	** 4/1/2020 (PP 8 Week 1 Wed.)
089-19	089	N/A	N/A	PubHlth-ESL Xfoot	Used to crossfoot an employee's time whose leave amount is reduced due to exceeding the daily monetary limit for codes 077 and 081	Went into Production 4/23/2020 (PP9 Week 2), but effective 4/1/2020.
* Use code O as interim process until DACA 8 has been added (RURAL ONLY)						
**NOTE: This leave should not be used prior to April 1st.						
Interim Procedures						
081-19			DACA O - for 1314A use OL block	Emergency Sick Leave - Other	Used when requested for COVID-19 related absences to care for a dependent	** 4/1/2020 (PP 8 Week 1 Wed.)

**OTHER LEAVE CODES / REASON CODES**

TACS/eRMS Leave Code/Reason Code	Payroll Hours (TIME CARD) Code	Xfoot Leave Code	DESCRIPTION	EMPLOYEE TYPE	USE	Effective Date - PP/YYYY
000-19	N/A - eRMS Only	N/A - eRMS Only	Personal Absence - National Emergency	EAS Exempt Only	Partial Day that is COVID-19 related when work hours are present	PP 7 Week 1 (3/1/2020)
055-19	055	N/A	Annual Leave - National Emergency	ALL Employees in Leave Earning status	Leave that is NOT FMLA but COVID-19 related - employees that have exhausted 12 week FMLA protection	PP 7 Week 1 (3/1/2020)
056-19	056	N/A	Sick Leave - National Emergency	ALL Employees in Leave Earning status	Leave that is NOT FMLA but COVID-19 related - employees that have exhausted 12 week FMLA protection	PP 7 Week 1 (3/1/2020)
059-19	059	N/A	Part Day LWOP - National Emergency	ALL Employees in Leave Earning status	Leave that is NOT FMLA but COVID-19 related - employees that have exhausted 12 week FMLA protection	PP 7 Week 1 (3/1/2020)
060-19	060	N/A	Full Day LWOP - National Emergency	ALL Employees in Leave Earning status	Leave that is NOT FMLA but COVID-19 related - employees that have exhausted 12 week FMLA protection	PP 7 Week 1 (3/1/2020)
086-19	086	N/A	Other Paid Leave - National Emergency	Non-Career- PSE, CCA, MHA, RCA only	Any qualified absence due to COVID-19 per MOUs	PP 7 Week 1 (3/1/2020)

Updated 4/22/2020