SFASU TIMEKEEPING GUIDELINES
COVID-19/ CORONAVIRUS

Are you working, either from campus or telecommuting?

NO

Are you on scheduled leave or using sick time?

NO

Enter your work time as usual

YES

Enter your leave time as usual

Is the reason you are unable to perform your regular duties from campus or telecommuting for reasons other than childcare?

NO

YES

Is the day in question on or after April 1, 2020?

NO

Enter Emergency Sick Leave Code**

YES

Have you exhausted the 80 hours of FFCRA Emergency Paid Sick Leave?

NO

Enter Emergency Sick Leave Code**

YES

Enter Emergency Leave

Is the reason you are unable to perform your regular duties on campus or telecommuting due to lapses in childcare?

NO

If your questions are still unanswered, please contact the Human Resources Department.

YES

Work with your supervisor to explore flexible work options and/or Enter Emergency FMLA***

*Appropriate Leave

Sick Leave – taken when sickness, injury, or pregnancy and confinement prevent an employee’s performance of duty, or when a member of their immediate family is actually ill

Vacation Leave/ Comp Time/ Administrative Leave – available for use, but must be authorized in advance

Emergency Leave (91600) – Available for use from 12:00 p.m., 3/30/2020 through 3/31/2020 due to local “stay at home” order. Reauthorized for use from 4/16/2020 through 4/30/2020

**Emergency Sick Leave Codes

(Maximum of two weeks of leave – 80 hours for full-time, prorated for part time employees) TCP Task Codes in parenthesis.

ESL1 (92200) – Subject to quarantine pursuant to Federal, State, or local government

ESL2 (92300) – Quarantined at the advice of a health care provider

ESL3 (92400) – Actively experiencing COVID-19 symptoms and seeking medical diagnosis

ESL4 (92500) – Have a bona fide need to care for an individual subject to quarantine pursuant to Federal, State, or local government

ESL5 (92600) – Must care for a minor child (under 18 years of age) whose school or child care provider is unavailable due to Covid-19 reasons

ESL6 (92700) – Experiencing a substantially similar condition as specified by the Secretary of Health and Human Services

***Emergency FMLA Code

(Up to an additional ten weeks of leave at two-thirds the employee’s regular rate of pay)

EFML (92100) – Unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19