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

**YES**

Enter your work 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**

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

**NO**

Enter Emergency Sick Leave Code**

**YES**

Enter Appropriate 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 at 936-468-2304.

**YES**

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

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**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** – available for use, but must be authorized in advance

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**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

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**Emergency FMLA Code**

(Upto 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