

# **COVID-19 TIMEKEEPER LEAVE CODE GUIDE**

## **For Employees Designated as “Emergency Responders”**

Please note the following:

- Codes are only allowed to be entered by HR, Payroll Staff, and/or Supervisor
- Pandemic Emergency Leave Codes do NOT count towards OT hours
- Emergency Responders are excluded from FFCRA

### **Non-FML Codes related to COVID-19**

Instructions:

Department must use one or more of the following codes if/when an employee is absent for COVID -19 related reasons and wishes to use the City-provided Pandemic Leave hours.

#### **City of Tucson – Pandemic Leave**

- FRPLV – EMERGENCY RESPONDERS PANDEMIC LEAVE (City of Tucson Pandemic Leave 160 hours) Pandemic Leave code for Emergency Responders **ONLY**
- PNNLU – PANDEMIC NEGATIVE PAID LEAVE (SICK LEAVE USE -24 HOURS)  
Employee must have exhausted all available leave. Requires HR/Payroll clerk to submit ticket to HRSupport@tucsonaz.gov

Leave can be used intermittently, in non-full day increments.

### **Personal Leave Codes related to COVID-19**

Instructions:

EMG codes are to be entered when an employee is using their own leave accruals to cover COVID-19 related absences. Leave may be used intermittently, in non-full day increments unless otherwise noted.

- EMGSL – EMPLOYEE’S OWN *SICK* LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGVL - EMPLOYEE’S OWN *VACATION* LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGCT – EMPLOYEE’S OWN *COMP TIME* LEAVE USE DUE TO COVID-19 RELATED ABSENCE
- EMGFH – EMPLOYEE’S OWN *FLOATING/BIRTHDAY HOLIDAY* LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)
- EMGAL - EMPLOYEE’S OWN *ADMINISTRATIVE* LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)
- EMGNP – EMERGENCY *NO PAY* (Please follow the same procedures for LWOP status, i.e., needs Director Approval)

## **FML Codes related to COVID-19**

### Instructions:

Department must use the below codes if/when an employee is absent for COVID-19 related reasons **AND** they have an FML designation notice for a COVID-19 related reasons. Leave may be used intermittently, in non-full day increments (so long as use is consistent with the FML designation) unless otherwise noted.

- FMESL – EMPLOYEE'S OWN *SICK* LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE
- FMEVL – EMPLOYEE'S OWN *VACATION* LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE
- FMECT – EMPLOYEE'S OWN *COMP TIME* LEAVE USE DUE TO COVID-19 FMLA RELATED ABSENCE
- FMEFH – EMPLOYEE'S OWN *FLOATING/BIRTHDAY HOLIDAY* LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE (Must be used in full day increments)
- FMEAL – EMPLOYEE'S OWN *ADMINISTRATIVE* LEAVE USE DUE TO FMLA COVID-19 RELATED ABSENCE (Must be used in full day increments)
- FMPNU – FMLA *PANDEMIC NEGATIVE PAID* LEAVE (SICK LEAVE USE -24 HOURS)  
Requires HR/Payroll clerk to submit ticket to [HRSupport@tucsonaz.gov](mailto:HRSupport@tucsonaz.gov)