

# COVID-19 LEAVE CODE GUIDE

*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*

## **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.

<b>City of Tucson – Pandemic Leave</b>
<ul style="list-style-type: none"><li>• PNLVU – PANDEMIC EMERGENCY LEAVE (City of Tucson Pandemic Leave 80 hours) for Non-Emergency Responders <b><i>ONLY</i></b></li><li>• FRPLV – EMERGENCY RESPONDERS PANDEMIC LEAVE (City of Tucson Pandemic Leave 160 hours) Pandemic Leave code for Emergency Responders <b><i>ONLY</i></b></li></ul> <p><i>Leave can be used intermittently, in non-full day increments.</i></p>
<b>*EMG codes are to be entered when an employee is using their own leave accruals to cover COVID-19 related absences</b>
<ul style="list-style-type: none"><li>• EMGSL – EMPLOYEE’S OWN SICK LEAVE USE DUE TO COVID-19 RELATED ABSENCE</li><li>• EMGVL - EMPLOYEE’S OWN VACATION LEAVE USE DUE TO COVID-19 RELATED ABSENCE</li><li>• EMGCT – EMPLOYEE’S OWN COMP TIME LEAVE USE DUE TO COVID-19 RELATED ABSENCE</li><li>• EMGFH – EMPLOYEE’S OWN FLOATING HOLIDAY LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)</li><li>• EMGAL - EMPLOYEE’S OWN ADMINISTRATIVE LEAVE USE DUE TO COVID-19 RELATED ABSENCE (Must be used in full day increments)</li><li>• EMGNP – EMERGENCY NO PAY (<i>Please follow the same procedures for LWOP status, i.e., needs Director Approval</i>)</li></ul>

## **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 a designation notice for a COVID-19 related reasons:

### **The following FML codes are to be entered when an employee is using their own leave accruals to cover FMLA COVID-19 related absences**

- FMPNL – FMLA PANDEMIC EMERGENCY LEAVE USE (City of Tucson Pandemic Leave – 80 hours. ***Not available for employees designated as "Emergency Responders"***)
- 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 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)
- FMENP – FMLA NO PAY for COVID Related reasons

*If the No Pay leave code is used or will be used for more than two (2) consecutive work weeks, please be sure to submit the Unpaid Medical Leave Status Change form once the employee has been coded for one full day of unpaid leave:  
<https://intranet.tucsonaz.gov/hr/unpaid-medical-leave-status-change>*