

TIMEKEEPING GUIDELINES

COVID-19 National Emergency

March 30, 2020

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Jack Meyer – Manager, Accounting Services

Carol Ruzala – Manager, Payroll

Rachel Danielsen – A/ Director HR Strategy & Technology Solutions

TACS:

- **Kris Tackett – Sr. Payroll Accountant**
- **Tim Moody – Accountant**
- **Debra Romans – A/ Sr. Payroll Accountant (Rural)**
- **Mary Allen – Accountant**

ERMS:

- **Tim Day - Program & Policy Analyst**

Payroll:

- **Melissa Barber – Sr. Payroll Accountant**
- **Gail Leitch – Sr. Payroll Accountant**

Agenda

- **Introduction – Jack Meyer**

- **Current Interim Guidelines**
 - **Supervisor/Management Guidance document dated March 13, 2020**

- **Memorandums of Understanding**
 - **APWU, NPMHA, NALC, NRLCA**

- **Families First Coronavirus Response Act**

Current Interim Guidelines

Supervisor/Management Guidance document - March 13, 2020

- **Employees instructed to stay at home for certain criteria will be provided *Other Paid Leave*, for a period of up to 14 Days.**
- **PS Form 3971- Check Other box and annotate Code 086 or DACA O for Rural in remarks section**
 - **TACS/ERMS Code 086-00**
 - **Rural - DACA Code O on 1314**
- **Reason Code 19 now available in PP-08 to identify leave related to the COVID-19 “National Emergency”**
- **Update ERMS with the new Reason Code to track.**
 - **TACS/ERMS Code 086-19**

Memorandums of Understanding

- **60-day duration PSEs, CCAs, MHAs and RCAs permitted to use up to 80 hours of paid leave for use in conjunction with the COVID-19 pandemic for specific conditions.**
- **PS Form 3971 should be filled out by employee indicating the reason as Other and annotating in the remarks section “LC19”**
- **PSE, MHA and CCA: TACS/ERMS Code 086-19, Other Paid Leave**
- **RCAs leave entered as “Other Leave”(OL block) on 1314A per instructions from HQ Payroll TACS #2020-016.**

PS Form 3971

Type of Absence

- Annual
- Holiday/AL Lv Exch
- Carrier 701 Route
- LWOP (See reverse)
- Sick (See reverse)
- Late
- COP (See reverse)
- Other 086-19

Documentation (For official use only)

- FMLA Requested (Certification review – HRSSC)
- For COP Leave (CA1 on file)
- For Advanced Sick Leave (PS 1221 on file)
- For Military Leave (Orders reviewed)
- For Court Leave (Summons reviewed)
- For Higher Level (PS 1723 on file)
- Scheme Training Testing Qualifying (Memo on file)

Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.)

LC 19

RCA Des Act 78-0

System Employee Site Time External Reports Switch Help Window

Rural 1314A Entry Module v4.002

TAC310F0 Rural 1314A Entry Module 27-Mar-2020
Restricted Information

1314-A Auxiliary

Employee ID [] Fin No: 22-0240 Rte No: 999 Validate Rt. Cert Status: Valid

Employee Name [] Des/Act 78/0 Route A999 EMA [] FLSA P Year - PP 2020-07

A/L Bal: 0 S/L Bal: [] S/L Earned: 0
M/L Bal: 0 D/L Bal: 0 WWA Bal: 0

Wk	Hrs	EMA					DACA					Trn	Sec	LEAVE HOURS								Wk	Xmas		
		Hrs	Tr	Mls	GT	S	M	T	W	T	F			Hrs	Trip	AL	SL	OL	COP	DL	ML			CL	Dys
Week 1	8																								
Week 2																									

Buttons: Clear, Find, Add, Delete, Error Log, FMLA, Fin Err

Use PS Form 1314-A, Route Number A999 and enter up to 8 hours per day/40 hours per week in Other Leave as shown above.

Enter into ERMS 086-19.

RCA Des Act 79-0

System Employee Site Time External Reports Switch Help Window

Rural 1314A Entry Module v4.002

TAC310F0 Rural 1314A Entry Module 27-Mar-2020 Restricted Information

1314-A Auxiliary

Employee ID: [] Fin No: 22-0255 Rte No: 011 Validate Rt. Cert Status: Valid

Employee Name: [] Des/Act: 79/0 Route: A011 EMA: G FLSA: P Year - PP: 2020-07

A/L Bal: 39 S/L Bal: 28 S/L Earned: 11
M/L Bal: 0 D/L Bal: 0 WWA Bal: 0

Wk	Hrs	EMA					DACA					Trn	Sec	LEAVE HOURS							Wk	Xmas			
		Hrs	Tr	Mls	GT	S	M	T	W	T	F			Hrs	Trip	AL	SL	OL	COP	DL			ML	CL	Dys
Week 1	40					N	N	N	N	N	N														
Week 2						N	N	N	N	N	N														

RELIEF CARRIERS

Des	Act	Last Name	Emp ID	Week 1					Week 2								
				Wrk	Hrs	Hrs	Tr	Mls	GT	Wrk	Hrs	Hrs	Tr	Mls	GT	Trip	
990	REPLACEMENT	999-99-9999				6							6				

Use PS Form 1314-A, record DACA Code N for any day not served by assigned carrier. For approved leave, enter up to 8 hours per day/40 hours per week in the Other Leave. Total combined work and leave may not exceed 40 hours per week. The timecard shown above requires to be cross foot.

Enter into ERMS 086-19.

RCA Des Act 74-0

System Employee Site Time External Reports Switch Help Window

Rural 1314 Entry Module v4.003

TAC300F0 Rural 1314 Entry Module 27-Mar-2020 Restricted Information

1314 Regular

Employee ID: Fin No: 22-3495 Rte No: 002 Validate Rt. Cert Status: Valid

Employee Name: Des Act: 74/0 Route: K002 FLSA: P Year - PP: 2020-07 EMA: G HOL: N

A/L Bal: 4 A/L Earned: 12 S/L Bal: 4 S/L Earned: 12 WWA Bal: 0
M/L Bal: 0 D/L Bal: 0 X Day Bal: 0 8127 Time(Min):

Wrk Hrs	DACA						HOURS						2nd Trip	Mis Dev	Govt Trips	Mis Omt	Xmas Hrs
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf						
Week 1	K	O	O	O	O	O											
Week 2	K	O	O	O	O	O											

Des Act	Last Name	Employee ID	Week 1						Week 2								
			Wrk Hrs	T R	No Em	Em Onl	Mis Dev	Mis Omt	2nd Trip	Wrk Hrs	T R	No Em	Em Onl	Mis Dev	Mis Omt	2nd Trip	
990	REPLACEMENT	999-99-9999		6													

Buttons: Clear, Find, Add, Delete, Error Log, FMLA, Fin Err

Use PS Form 1314, record DACA Code O on the appropriate day for approved paid leave. If leave is disapproved, record DACA Code L on the appropriate day. The timecard shown requires to be cross foot.

Enter into ERMS 086-19.

Families First Coronavirus Response Act

- **The Families First Coronavirus Response Act goes into effect April 1, 2020 and ends December 31, 2020.**
- **Division C provides FMLA-protected leave for employees who are unable to work (or telework) because they need to care for a child under 18 years of age because their school or place of care is closed due to COVID-19.**
- **Division E, provides new paid emergency sick leave, both Self and Other.**

**Families First Coronavirus Response Act
Division E
Emergency Sick Leave**



Families First Coronavirus Response Act – Division E

EMERGENCY SICK LEAVE-SELF - Conditions 1, 2, 3

- Full-time - eligible for 80 hours
- Part-time - hours equal to average number of hours they work, over a 2-week period. Cannot exceed Tour Hours.
- Use Code 077-19 Emergency Sick Leave – Self
- Not to exceed \$511 per day or \$5,110 total.

EMERGENCY SICK LEAVE-OTHER – Conditions 4, 5, 6

- Full-time - eligible for 80 hours
- Part-time - hours equal to average number of hours they work, over a 2-week period. Cannot exceed Tour Hours.
- Use Code 081-19 Emergency SL- Other
- Not to exceed \$200 per day, but in no event, \$2,000 total

NOTE: Emergency Sick Leave may not exceed 80 hours total (Emergency Sick Leave-Self, Emergency Sick Leave-Other or a combination of both)

PS Form 3971-Emergency SL-Self

Type of Absence	Documentation <i>(For official use only)</i>
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested <i>(Certification review – HRSSC)</i>
<input type="checkbox"/> Holiday/AL Lv Exch	<input type="checkbox"/> For COP Leave <i>(CA1 on file)</i>
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave <i>(PS 1221 on file)</i>
<input type="checkbox"/> LWOP <i>(See reverse)</i>	<input type="checkbox"/> For Military Leave <i>(Orders reviewed)</i>
<input type="checkbox"/> Sick <i>(See reverse)</i>	<input type="checkbox"/> For Court Leave <i>(Summons reviewed)</i>
<input type="checkbox"/> Late	<input type="checkbox"/> For Higher Level <i>(PS 1723 on file)</i>
<input type="checkbox"/> COP <i>(See reverse)</i>	<input type="checkbox"/> Scheme Training Testing Qualifying <i>(Memo on file)</i>
<input checked="" type="checkbox"/> Other <u>077-19</u>	

Remarks *(Do not enter medical information. See Privacy Act Statement on reverse of this form.)*

Emergency Sick Leave- Self

PS Form 3971-Emergency SL-Other

Type of Absence	Documentation <i>(For official use only)</i>
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested <i>(Certification review – HRSSC)</i>
<input type="checkbox"/> Holiday/AL Lv Exch	<input type="checkbox"/> For COP Leave <i>(CA1 on file)</i>
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave <i>(PS 1221 on file)</i>
<input type="checkbox"/> LWOP <i>(See reverse)</i>	<input type="checkbox"/> For Military Leave <i>(Orders reviewed)</i>
<input type="checkbox"/> Sick <i>(See reverse)</i>	<input type="checkbox"/> For Court Leave <i>(Summons reviewed)</i>
<input type="checkbox"/> Late	<input type="checkbox"/> For Higher Level <i>(PS 1723 on file)</i>
<input type="checkbox"/> COP <i>(See reverse)</i>	<input type="checkbox"/> Scheme Training Testing Qualifying <i>(Memo on file)</i>
<input checked="" type="checkbox"/> Other 081-19	

Remarks *(Do not enter medical information. See Privacy Act Statement on reverse of this form.)*

Emergency Sick Leave- Other

Example of 1314 H Type Route DA's 71-0 and 74-0

TAC300F0		Rural 1314 Entry Module										27-1 Res																																																																	
1314 Regular																																																																													
Employee ID:		Fin No: 08-0170		Rte No: 008		Validate Rt.		Cert Status: New																																																																					
Employee Name				Des Act		Route		FLSA		Year - PP		EMA		HOL																																																															
				71/0		H008		B		2020-07		G		N																																																															
A/L Bal: 0		A/L Earned: 20		S/L Bal: 12		S/L Earned: 20		WWA Bal: 0																																																																					
M/L Bal: 0		D/L Bal: 0		X Day Bal: 0		8127 Time(Min):																																																																							
<table border="1"> <thead> <tr> <th rowspan="2">Wrk Hrs</th> <th colspan="6">DACA</th> <th colspan="5">HOURS</th> <th rowspan="2">2nd Trip</th> <th rowspan="2">Mis Dev</th> <th rowspan="2">Govt Trips</th> <th rowspan="2">Mis Omt</th> <th rowspan="2">Xmas Hrs</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>OT</th> <th>Trn</th> <th>COP</th> <th>Ltdy</th> <th>Relf</th> </tr> </thead> <tbody> <tr> <td>Week 1</td> <td>A</td> <td>S</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Week 2</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>														Wrk Hrs	DACA						HOURS					2nd Trip	Mis Dev	Govt Trips	Mis Omt	Xmas Hrs	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf	Week 1	A	S	0	0	0	0												Week 2	0	0	0	0	0	0											
Wrk Hrs	DACA						HOURS					2nd Trip	Mis Dev		Govt Trips	Mis Omt	Xmas Hrs																																																												
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf																																																																		
Week 1	A	S	0	0	0	0																																																																							
Week 2	0	0	0	0	0	0																																																																							

Interim procedures for Emergency Sick Leave:

Self – DACA Code O / Enter into ERMS Code 077-19

Other – DACA Code O /Enter into ERMS Code 081-19

Example of 1314A DA 79-0

System Employee Site Time External Reports Switch Help Window

Rural 1314A Entry Module v4.002

TAC310F0 Rural 1314A Entry Module 27-Mar-2020 Restricted Information

1314-A Auxiliary

Employee ID: [Redacted] Fin No: 22-0255 Rte No: 011 Validate Rt. Cert Status: Valid

Employee Name: [Redacted] Des/Act: 79/0 Route: A011 EMA: G FLSA: P Year - PP: 2020-07

A/L Bal: 39 S/L Bal: 28 S/L Earned: 11
M/L Bal: 0 D/L Bal: 0 WWA Bal: 0

Wk	Hrs	EMA					DACA					Trn	Sec	LEAVE HOURS								Wk	Xmas		
		Hrs	Tr	MIs	GT	S	M	T	W	T	F			Hrs	Trip	AL	SL	OL	COP	DL	ML			CL	Dys
Week 1	40					N	N	N	N	N	N														
Week 2	40					N	N	N	N	N	N														

RELIEF CARRIERS

Des	Act	Last Name	Emp ID	Week 1					Week 2								
				Wrk	Hrs	Hrs	Tr	MIs	GT	Wrk	Hrs	Hrs	Tr	MIs	GT	Trip	
990	REPLACEMENT	999-99-9999				6							6				

Buttons: Clear, Find, Add, Delete, Error Log, FMLA, Fin Err

Interim procedures for Emergency Sick Leave for DA 790 carriers assigned to route.

PS1314A - Other Leave (OL block)

Enter into ERMS code:

Self – 077-19

Other – 081-19

Example of 1314A DA 76-0

System Employee Site Time External Reports Switch Help Window

Rural 1314A Entry Module v4.002

TAC310F0 Rural 1314A Entry Module 25-1 Res

1314-A Auxiliary

Employee ID Fin No: 04-0110 Rte No: 990 Cert Status:

Employee Name Des/Act Route EMA FLSA Year - PP

A/L Bal: S/L Bal: S/L Earned:
M/L Bal: D/L Bal: WWA Bal:

Wk	EMA					DACA					Trn	Sec	LEAVE HOURS							Wk	Xmas	
	Hrs	Tr	MIs	GT	S	M	T	W	T	F			Hrs	Trip	AL	SL	OL	COP	DL			ML
Week 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Interim procedures for Emergency Sick Leave for DA codes 760 use Route Number A990.

PS1314A - Other Leave (OL block)

Enter into ERMS code:

Self – 077-19

Other – 081-19

Example of 1314-A DA's 70-5, 73-0, 75-0 & 78-0

TAC310F0
Rural 1314A Entry Module
27-M
Rest

1314-A Auxiliary

Employee ID Fin No: Rte No: Cert Status:

Employee Name	Des/Act	Route	EMA	FLSA	Year - PP
<input type="text"/>	<input type="text" value="78/0"/>	<input type="text" value="A999"/>	<input type="checkbox"/>	<input type="text" value="P"/>	<input type="text" value="2020-07"/>

A/L Bal: <input type="text" value="0"/>	S/L Bal: <input type="text"/>	S/L Earned: <input type="text" value="0"/>
M/L Bal: <input type="text" value="0"/>	D/L Bal: <input type="text" value="0"/>	WWA Bal: <input type="text" value="0"/>

Wk	EMA					DACA					Trn	Sec	LEAVE HOURS							Wk	Xmas	
	Hrs	Tr	Mls	GT	S	M	T	W	T	F			Hrs	Trip	AL	SL	OL	COP	DL			ML
Week 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="40"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Interim procedures for Emergency Sick Leave for use Route Number A999:

PS1314-A - Other Leave (OL block)

Enter into ERMS code:

Self – 077-19

Other – 081-19

**Families First Coronavirus Response Act
Division C
Public Health Leave - FMLA**

First 10 days may be unpaid leave

- **Code 059-99 Part Day Leave Without Pay (LWOP) – FMLA**
- **Code 060-99 Full Day Leave Without Pay (LWOP) – FMLA**
- **Employee may elect to substitute accrued annual, sick leave or Emergency SL-Other for the first 10 days,**
 - **055-99 Annual Leave FMLA**
 - **056-99 Sick Leave - FMLA**
 - **081-19 Emergency Sick Leave - Other – Natl Emergency**
- **When system changes are made use:**
 - **055-18 Annual Leave FMLA/National Emergency**
 - **056-18 Sick Leave FMLA/National Emergency**
 - **081-18 Emergency Sick Leave - FMLA/Other**

Following 10 weeks after First 10 days

- **Code 081-98 Public Health- FMLA**

PS Form 3971-Emergency SL-Other FMLA

Type of Absence	Documentation <i>(For official use only)</i>
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested <i>(Certification review – HRSSC)</i>
<input type="checkbox"/> Holiday/AL Lv Exch	<input type="checkbox"/> For COP Leave <i>(CA1 on file)</i>
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave <i>(PS 1221 on file)</i>
<input type="checkbox"/> LWOP <i>(See reverse)</i>	<input type="checkbox"/> For Military Leave <i>(Orders reviewed)</i>
<input type="checkbox"/> Sick <i>(See reverse)</i>	<input type="checkbox"/> For Court Leave <i>(Summons reviewed)</i>
<input type="checkbox"/> Late	<input type="checkbox"/> For Higher Level <i>(PS 1723 on file)</i>
<input type="checkbox"/> COP <i>(See reverse)</i>	<input type="checkbox"/> Scheme Training Testing Qualifying <i>(Memo on file)</i>
<input checked="" type="checkbox"/> Other <u>081-19</u>	

Remarks *(Do not enter medical information. See Privacy Act Statement on reverse of this form.)*

Emergency Sick Leave- Other

PS Form 3971-Emergency SL-Other FMLA Future Reason Code

Type of Absence	Documentation <i>(For official use only)</i>
<input type="checkbox"/> Annual	<input type="checkbox"/> FMLA Requested <i>(Certification review – HRSSC)</i>
<input type="checkbox"/> Holiday/AL Lv Exch	<input type="checkbox"/> For COP Leave <i>(CA1 on file)</i>
<input type="checkbox"/> Carrier 701 Route	<input type="checkbox"/> For Advanced Sick Leave <i>(PS 1221 on file)</i>
<input type="checkbox"/> LWOP <i>(See reverse)</i>	<input type="checkbox"/> For Military Leave <i>(Orders reviewed)</i>
<input type="checkbox"/> Sick <i>(See reverse)</i>	<input type="checkbox"/> For Court Leave <i>(Summons reviewed)</i>
<input type="checkbox"/> Late	<input type="checkbox"/> For Higher Level <i>(PS 1723 on file)</i>
<input type="checkbox"/> COP <i>(See reverse)</i>	<input type="checkbox"/> Scheme Training Testing Qualifying <i>(Memo on file)</i>
<input checked="" type="checkbox"/> Other 081-18	

Remarks *(Do not enter medical information. See Privacy Act Statement on reverse of this form.)*

Emergency Sick Leave-Other/FMLA

PS Form 3971- Public Health FMLA

Future Reason Code

Type of Absence

- Annual
- Holiday/AL Lv Exch
- Carrier 701 Route
- LWOP (See reverse)
- Sick (See reverse)
- Late
- COP (See reverse)
- Other 081-98

Documentation (For official use only)

- FMLA Requested (Certification review – HRSSC)
- For COP Leave (CA1 on file)
- For Advanced Sick Leave (PS 1221 on file)
- For Military Leave (Orders reviewed)
- For Court Leave (Summons reviewed)
- For Higher Level (PS 1723 on file)
- Scheme Training Testing Qualifying (Memo on file)

Remarks (Do not enter medical information. See Privacy Act Statement on reverse of this form.)

Public Health - FMLA

Rural Timekeeping 1314 DA's 71-0 and 74-0

First 10 days may be unpaid leave

DACA L - in ERMS enter Code 060-99 Full Day Leave Without Pay (LWOP) – FMLA

- **Employee may elect to substitute accrued annual, sick leave or Emergency SL-Other for the first 10 days**
 - **DACA Code A 055-99 Annual Leave - FMLA**
 - **DACA Code S 056-99 Sick Leave - FMLA**
 - **DACA Code O 081-19 Emergency Sick Leave - Other – Natl Emergency**

Following 10 weeks after First 10 days

- **DACA Code O Code 081-98 Public Health- FMLA until new DACA Code 8 is implemented.**
- **An employer cannot require an employee to use paid leave during this initial 10-day period.**

Example of 1314 H Type Route

TAC300F0		Rural 1314 Entry Module						27-1 Res								
1314 Regular																
Employee ID: <input type="text"/>		Fin No: 08-0170		Rte No: 008		Validate Rt.		Cert Status: <input type="text" value="New"/>								
Employee Name			Des Act	Route	FLSA	Year - PP	EMA	HOL								
<input type="text"/>			71/0	H008	B	2020-07	G	N								
A/L Bal: <input type="text" value="0"/>	A/L Earned: <input type="text" value="20"/>		S/L Bal: <input type="text" value="12"/>		S/L Earned: <input type="text" value="20"/>		WWA Bal: <input type="text" value="0"/>									
M/L Bal: <input type="text" value="0"/>	D/L Bal: <input type="text" value="0"/>		X Day Bal: <input type="text" value="0"/>		8127 Time(Min): <input type="text"/>											
Wrk Hrs	DACA						HOURS					2nd	Mis	Govt	Mis	Xmas
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf	Trip	Dev	Trips	Omt	Hrs
Week 1	<input type="text" value="A"/>	<input type="text" value="S"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For first 10 days:

DACA Code A 055-99 Annual Leave - FMLA

DACA Code S 056-99 Sick Leave – FMLA

DACA Code L 060-99 Full Day LWOP - FMLA

**DACA Code O 081-19 Emergency Sick Leave - Other – Natl
Emergency**

Rural Following 10 weeks

Rural 1314 Entry Module v4.003

TAC300F0 Rural 1314 Entry Module 29
Re

1314 Regular

Employee ID: Fin No: 08-6222 Rte No: 013 Cert Status:

Employee Name	<input type="text"/>	Des Act	<input type="text" value="74/0"/>	Route	<input type="text" value="K013"/>	FLSA	<input type="text" value="P"/>	Year - PP	<input type="text" value="2020-07"/>	EMA	<input type="text" value="G"/>	HOL	<input type="text" value="N"/>
A/L Bal:	<input type="text" value="60"/>	A/L Earned:	<input type="text" value="20"/>	S/L Bal:	<input type="text" value="156"/>	S/L Earned:	<input type="text" value="20"/>	WWA Bal:	<input type="text" value="0"/>				
M/L Bal:	<input type="text" value="0"/>	D/L Bal:	<input type="text" value="0"/>	X Day Bal:	<input type="text" value="0"/>	8127 Time(Min):	<input type="text"/>						

Wrk Hrs	DACA						HOURS					2nd Trip	Mis Dev	Govt Trips	Mis Omt	Xmas Hrs
	S	M	T	W	T	F	OT	Trn	COP	Ltdy	Relf					
Week 1	<input type="text" value="K"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	<input type="text" value="K"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text" value="O"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DACA Code O
ERMS 081-98 – Public Health -
FMLA

Rural Timekeeping 1314-A DA 76-0 and 79-0

First 10 days may be unpaid leave

Employee may elect to substitute accrued annual, sick leave or Emergency SL-Other for the first 10 days. For DA 76-0 use Route Number A990. For DA 79-0 use carriers assigned route.

- **055-99 Annual Leave - FMLA**
- **056-99 Sick Leave – FMLA**
- **PS 1314A – Other Leave (OL Block) 081-19 Emergency Sick Leave - Other – Natl Emergency**

Following 10 weeks after First 10 days

- **PS1314-A - Other Leave (OL block) 081-98 Public Health - FMLA**

Rural Timekeeping 1314A DA 70-5, 73-0, 75-0 and 78-0

First 10 days may be unpaid leave

**Use PS Form 1314-A Route A999 to record
Emergency Sick Leave – Other.**

- **PS1314A - Other Leave (OL block) 081-19
Emergency Sick Leave - Other – Natl Emergency
Unpaid Leave**

Following 10 weeks after First 10 days

- **PS1314-A - Other Leave (OL block) 081-98 Public
Health - FMLA**

Summary

Current Interim Guidelines

- **Code 086-00 usage should be updated in ERMS to reflect 086-19**

MOU's – PSEs, CCAs, MHAs and RCAs

- **Code 086-19**
- **1314-A-Other Leave Block (OL)**

Summary

Division E – Emergency Sick Leave

- **Emergency Sick Leave – Self**
- **Code 077-19**
 - **Cap: Paid at current rate, but not more than \$511/day and \$5110 in aggregate**
- **Emergency Sick Leave – Other**
- **Code 081-19**
 - **Cap: Paid at not less than 2/3, \$200/ per day. but in no event, more than \$2K in aggregate**

Summary

Division C – Public Health Leave

- **First 10 days – unpaid leave**
 - **Code 059-19**
 - **Code 060-19**
- **Employee can use accrued leave**
 - **055-18 Annual Leave FMLA/National Emergency**
 - **055-98 Annual Leave FMLA**
 - **056-18 Sick Leave FMLA/National Emergency**
 - **056-98 Sick Leave - FMLA**
 - **081-18 Emergency Sick Leave - FMLA/Other**

Summary

Division C – Public Health Leave

- **Following 10 weeks – Paid FMLA Leave**
 - **Code 081-98**
 - **Cap: Paid at not less than 2/3, \$200/day, but in no event, more than \$10K in aggregate**

Reports for Tracking

- **ERMS:**
 - **The Employee Leave Report – ERM00R1**
 - **The Call-in Log Report – ERM810R3**

- **TACS:**
 - **Schedule Reports – Hours Type Inquiry-
TAC120R0**

Questions

- **For additional questions, please send to:**
 - **ERMS – KM5QJ0@USPS.GOV**
 - **TACS – HQTACS@USPS.GOV**
 - **Link will be added to the TACS and eRMS Homepages for all related documents and FAQ's**

Quick Reference Guide - Example

DIVISION C EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT			
First 10 Days			
TACS/eRMS Leave Code/Reason Code	Rural DACA Code	Description	Comments
059-98		Part Day LWOP FMLA	Used for first 10 days if unpaid
060-98		Full Day LWOP FMLA	Used for first 10 days if unpaid
*055-18	DACA A	Annual Leave FMLA/National Emergen	Used for first 10 days if Annual Leave is requested
055-98	DACA A	Annual Leave FMLA	Used for first 10 days if Annual Leave is requested
*056-18	DACA S	Sick Leave FMLA/National Emergen	Used for first 10 days if Sick Leave is requested
056-18	DACA S	Sick Leave - FMLA	Used for first 10 days if Emergency Sick Leave is
*081-18	DACA O	Emergency Sick Leave - FMLA/Other	Used for first 10 days if Sick Leave is requested
* indicates use interim process until reason code 18 and / or DACA 8 has been added			
Interim Procedures			
055-98	DACA A	Annual Leave FMLA	Used for first 10 days if Annual Leave is requested
056-98	DACA S	Sick Leave - FMLA	Used for first 10 days if Sick Leave is requested
081-19	DACA O	Emergency Sick Leave - Other	Used for first 10 days if Emergency Sick Leave is
After first 10 days up to Ten Weeks			
Leave Code/Reason Code		Description	Comments
*081-98	DACA O	Public Health Leave - FMLA	Used when requested for Public Health Leave
* indicates use interim process until reason code 98 and / or DACA 8 has been added			
Interim Procedures			
081-19	DACA O	Emergency Sick Leave - Other	Used when requested for Public Health Leave
DIVISION E EMERGENCY PAID SICK LEAVE ACT - CITY			
Leave Code/Reason Code		Description	Comments
077-19	DACA O	Emergency Sick Leave - self	Used when requested for COVID-19 related absences for
*081-19	DACA 8	Emergency Sick Leave - other	Used when requested for COVID-19 related absences to care for a dependant
* indicates use interim process until DACA 8 has been added (Rural Only)			
DIVISION E EMERGENCY PAID SICK LEAVE ACT - RURAL			
081-19	DACA O	Emergency Sick Leave - Other	Used when requested for COVID-19 related absences to care for a dependant

Tracking Leave Usage

- **Annotate PS Form 3971 appropriately**
- **Until system changes are made, leave usage must be tracked locally**
- **New template will be used to track**

eLRA / IVR modifications

- **Employees instructed to contact supervisor if absence is related to Covid19**
- **Anything not Covid19 related will go through current process**
- **Supervisors will enter the leave eRMS as scheduled if related to Division C**
 - **The reason may be unscheduled but the granting of these leave types will be a scheduled event**
 - **To get the proper hour/reason codes to display**

Entering leave in eRMS

- **Division C – FMLA expansion**
 - **First 10 days employee's own leave or**
 - **055-99 – FMLA Annual Leave**
 - **056-99 – FMLA Sick Leave**
 - **060-99 – FMLA LWOP**
 - **081-19 – Emergency Sick Leave – Other**
 - **Next 10 weeks**
 - **081-98 – Public Health FMLA Leave**
 - **Proper leave types will display if FMLA question is answered **YES****

Division E - eRMS

- **Emergency Paid Sick Leave**
 - **077-19 – Emergency Sick Leave - Self**
 - **081-19 – Emergency Sick Leave- Other**

- **Proper leave types will display if FMLA question is **NO****

Leave Entry

**Proper leave entry will help ensure proper
payment**



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Thank You

Appendix



- **Provide employees with paid emergency sick leave if unable to work or telework (beginning no later than 15 days after the bill’s enactment until December 31, 2020) in the following circumstances:**
 1. **The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;**
 2. **The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;**
 3. **The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;**
 4. **The employee is caring for an individual subject to a quarantine or isolation order described above;**
 5. **The employee is caring for their son or daughter if the child’s school or place of care has closed or the child’s child care provider is unavailable due to COVID-19 precautions; or**
 6. **The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretaries of Treasury and Labor.**

Families First Coronavirus Response Act – Division E

- **Employees requesting Emergency Sick Leave-Self for their own quarantine or COVID-19 symptoms will be paid at their fully hourly rate, not to exceed \$511 per day or \$5,110 total.**
 - **For conditions 1-3**
- **Employees requesting Emergency Sick Leave-Other to care for another individual in quarantine or a child if the school/day care is closed due to COVID-19 will be paid at two-thirds (2/3rd) their hourly rate, \$200 per day. but in no event more than \$2,000 total.**
 - **For conditions 4-6**



- **Paid leave shall be calculated:**
 - Amount not less than two-thirds of an employee's regular rate of pay;
 - Number of hours the employee would otherwise be normally scheduled to work;
 - Paid leave shall not exceed \$200 per day, but in no event more than \$10,000 in aggregate.
- **An employer cannot require an employee to use paid leave during this initial 10-day period. For each day of leave the employee takes after the first 10 days, employers must provide paid leave.**
- **The bill does not extend FMLA's 12-week leave period and requires employees to provide notice of leave when foreseeable and practicable.**
- **Employees are eligible for public health emergency leave if they have been employed at least 30 calendar days, rather than 12 months under existing FMLA eligibility requirements.**