

## Summary of Absence Codes for COVID-19 Leave

### Family First Coronavirus Response Act (FFCRA)

Absence codes for leave authorized under the federal FFCRA passed into law on March 18, 2020.

#### A. Emergency Sick Leave – up to 80 hours

CODE 34 at employee's regular rate of pay

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 their healthcare provider to self-quarantine because they are infected with or have been exposed to COVID-19 or because they are at high risk of complications from COVID-19;
3. The employee is showing symptoms of COVID-19 and is seeking but has not yet received a medical diagnosis;

CODE 21 at two-thirds employee's regular rate of pay

4. The employee is caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare provider to self-quarantine for COVID-19 related reasons;
5. The employee is caring for his or her son or daughter because the child's school or childcare facility has been closed or the childcare provider is no longer available because of a COVID-19 related reason.

#### B. Expansion of FMLA Reasons

CODE 31 – at two-thirds employee's regular rate of pay

An employee who is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19. (10 day waiting period applies)

### SBE State of Emergency Leave

CODE 24 – March 16- to March 31, 2020 (96 hours)

Eligible employees who requested leave during the March 16 to March 31 school closure period for the reasons set forth in Section B of 9.4.2 Contagious Disease Policy of the NC Public school Employee Benefits Manual related to COVID-19 pandemic. This leave expires on March 31 but can be retroactively applied to employees who took leave during this closure period.

CODE 44 – April 1 to April 30 (168 hours)

Eligible employees qualifying for the State of Emergency leave for the reasons outlined in Section B of 9.4.2 Contagious Disease Policy of the NC Public school Employee Benefits Manual related to COVID-19 pandemic. Currently, this leave will expire on April 30. However, the expiration date may be revisited as the pandemic evolves.