**It is critical to properly code time related to COVID-19 for tracking/reporting purposes and because it may be required for any federal reimbursements.**

**How should an employee code COVID-19 in CORE-CT?**

Depending on the nature of work, employee level designation, or type of leave the following codes must be used on the timesheet.

**Level 1 Constant Essential - Employees must physically report to work outside of their home to perform job duties**

|  |  |
| --- | --- |
| **Employee is Working** | **Employee isn’t working due to COVID-19** |
| **Employee should continue to use TRCs of REG, OVT, etc. for all hours worked**  Please note: If the employee is working OVT related to COVID-19, the employee should either use the override reason code of OTC19 or an agency specific COVID-19 override reason code. | **First 14 calendar days, Authorized Paid Leave Pursuant to 5-248(a) per grid in COVID-19 Guidance document:**  Use LOPD, used in conjunction with override reason code PDC19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness**: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking):** Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking):** Appropriate leave code, used in conjunction with override reason code BCC19 |

**Level 1 Intermittent or Per Diem Essential - Not teleworking full-time, must physically report to work outside of their home when needed.**

|  |  |
| --- | --- |
| **Employee is Working** | **Employee is unavailable to work due to COVID-19 or is working intermittently** |
| **Working Outside of Home:**  Use TRCs of REG, OVT, etc. for all hours worked outside of the home  Please note: If the employee is working OVT related to COVID-19, the employee should either use the override reason code of OTC19 or an agency specific COVID-19 override reason code. | **First 14 calendar days, Authorized Paid Leave Pursuant to 5-248(a) per grid in COVID-19 Guidance document; or based on level designation when not working due to intermittent schedule:**  LOPD, used in conjunction with override reason code PDC19 |
| **Telework:** REGTC, used in conjunction with override reason code TCC19 | **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness**: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking):** Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking):** Appropriate leave code, used in conjunction with override reason code BCC19 |

**Level 2 Constant (Essential and Non-Essential): Employees that can perform their duties at home and no reasonable likelihood that they would need to physically report to work outside of their home (approved telework with State issued laptop/equipment):**

**OR**

**Level 2 Constant (Essential and Non-Essential): Employees with job duties that can be performed via telework, who have suitable personal device and provided remote access to their work computer but not required to work outside of their home:**

|  |  |
| --- | --- |
| **Employee is Working** | **Employee isn’t working due to COVID-19** |
| **Telework:** REGTC, used in conjunction with override reason code TCC19  Please note: If an employee was teleworking prior to the COVID-19 pandemic, the previously scheduled telework hours/days should NOT be coded with the override reason code TCC19 | **First 14 calendar days, Authorized Paid Leave Pursuant to 5-248(a) per grid in COVID-19 Guidance document:** LOPD, used in conjunction with override reason code PDC19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness**: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking):** Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19 |
| **If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking):** Appropriate leave code, used in conjunction with override reason code BCC19 |

**Level 2 Constant (Non-Essential): Employees with job duties that they are UNABLE to telework due to the nature of job duties, lack of equipment, nature of job. Job duties do NOT required to work outside of their home:**

|  |
| --- |
| **Employee isn’t working due to COVID-19**  **Authorized Paid Leave:** LOPD, used in conjunction with override reason code NEC19 |

**In Job Data, for COVID-19 related absences of more than five (5) days:**

**Authorized Paid Leave Pursuant to 5-248(a):**

Action: Paid Leave of Absence, Reason: Paid Leave Authorized

All other situations, standard leave codes/reasons apply.