

Job Data Processing Guide for Leaves Authorized under the FFCRA

Action:	Reason:	Notepad:
Scenario: Employee approved to take leave under EPSLA only		
Paid Leave of Absence	Paid Leave Authorized	Employee authorized for two weeks paid sick leave under EPSLA Reason #: <i>(insert corresponding reason from 1-6)</i>
Scenario: Employee approved to take leave under EPSLA & EFMLEA (and using time concurrently for first 2 weeks)		
Paid Leave of Absence	Paid Leave Authorized	Employee authorized for paid leave under EPSLA Reason #: <i>(insert corresponding reason from 1-6)</i> & EFMLEA; using EPSLA concurrently with EFMLEA
Scenario: Employee approved to take leave under EPSLA/EFMLEA but taking the leaves separately and not supplementing with accruals for the first 2 weeks of EFMLEA		
Paid Leave of Absence	Paid Leave Authorized	Employee authorized for two weeks paid sick leave under EPSLA Reason #: <i>(insert corresponding reason from 1-6)</i>
Return from Leave	Return from Paid Leave or Suspension	
Leave of Absence <i>(use the same effective date as the return with the next sequence number)</i>	Unpaid Leave-No Benefit Impact	Employee authorized for leave under EFMLEA; first 2 weeks unpaid
Return from Leave	Return from Unpaid Leave or Suspension	
Paid Leave of Absence <i>(use the same effective date as the return with the next sequence number)</i>	Paid Leave Authorized	Employee authorized for paid leave under EFMLEA
Scenario: Employee approved to take leave under EPSLA/EFMLEA but taking time separately and using accrued leave time for the first 2 weeks of EFMLEA		
Paid Leave of Absence	Paid Leave Authorized	Employee authorized for leave under EPSLA Reason #: <i>(insert corresponding reason from 1-6)</i> and EFMLEA; employee electing to use accrued leave time during first 2 weeks of unpaid EFMLEA
Scenario: Employee approved for EFMLEA and first 2 weeks are unpaid:		
Leave of Absence	Unpaid Leave-No Benefit Impact	Employee authorized for leave under EFMLEA; first 2 weeks unpaid
Return from Leave	Return from Unpaid Leave or Suspension	
Paid Leave of Absence <i>(use the same effective date as the return with the next sequence number)</i>	Paid Leave Authorized	Employee authorized for paid leave under EFMLEA weeks 3-12
Scenario: Employee approved to take leave under EFMLEA and using accrued leave time for 1st two weeks		
Paid Leave of Absence	Paid Leave Authorized	Employee authorized for paid leave under EFMLEA; employee electing to use accrued leave time during first 2 weeks of unpaid EFMLEA