

Entering Emergency Paid Sick Leave (PSL) on Timecards

Effective 04/01/2020, through 12/31/2020, some new timecard elements will be available for employee use. A maximum of 80 hours of the first two hours types combined may be used. These hours will NOT be deducted from the employee's normal leave balances.

Please refer to the "Yuma County Paid Sick Leave Policy during the COVID-19 Pandemic" and the "Request for Paid Sick Leave (PSL)" provided by Yuma County Human Resources for more information.

There are six reasons an employee may be able to use the new Emergency Paid Sick Leave, and they are in two different categories, paid at different rates.

The first category includes Reasons 1-3 from the "Request for Paid Sick Leave" form. Use **Emerg PSL Full**, paid at the full rate of pay, for these absences, up to 80 hours maximum between all six reasons combined.

- 1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- 2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

The second category includes Reasons 4-6 from the "Request for Paid Sick Leave" form. Use **Emerg PSL Reduced**, paid at two-thirds the employee's normal rate of pay, or minimum wage, whichever is larger, for these absences, up to 80 hours maximum between all six reasons combined. This hour type may be combined with the employee's own paid leave, as outlined later in this guide, to bring their pay up to a regular full paycheck.

- 4) I am caring for an individual who is subject to either number 1 or 2 above.
- 5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions. ***** Also see FMLA Section on Page 3**
- 6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Emerg PSL Full may not be used to go over 40 hours in a workweek, just as with normal paid leave.

Emerg PSL Reduced, because it is paid at less than the full rate of pay, may be supplemented by the employee's own leave if the employee chooses this option. The number of additional hours to be entered will vary with their normal rate of pay. Please use the Excel table sent with these instructions, choosing the correct column based on whether the employee's normal rate of pay is below \$18.00 per hour or not.

With the **Emerg PSL Reduced**, **MORE THAN 40 HOURS MAY BE ENTERED FOR ONE WEEK**, in order to bring the employee to full pay. **Supplemental hours should be entered on the same day as the Emerg PSL Reduced hours.**

If the employee's normal rate of pay is under \$18.00 per hour, use the peach colored column. Enter their hourly rate into the yellow field, to determine the correct number of hours of the employee's paid leave to enter to bring the employee to full pay, based on the number of corresponding Emerg PSL Reduced hours already entered.

If the employee's normal rate of pay is at or above \$18.00 per hour, use the green column, and enter the number of hours shown next to the corresponding Emerg PSL Reduced hours already entered.

REMINDER: Emerg PSL Full and Emerg PSL Reduced may not be use until April 1, 2020. If an employee is out on 03/30-03/31, they must use their own leave.

Timecard Entry Examples:

Example 1 - An employee is out for Reason 1, 2 or 3 on the "Request for Paid Sick Leave" form:

Person Name	Element	Sun 29-03	Mon 30-03	Tue 31-03	Wed 01-04	Thu 02-04	Fri 03-04	Sat 04-04	Total
Stansbury, LeeAn	Emerg PSL Full				8	8	8		24
Stansbury, LeeAn	Time Entry Wage		8	8					16

Example 2 – An employee is out for Reason 4, 5, or 6 on the "Request for Paid Sick Leave" form, and does NOT want to supplement with their own time:

Person Name	Element	Sun 29-03	Mon 30-03	Tue 31-03	Wed 01-04	Thu 02-04	Fri 03-04	Sat 04-04	Total
Stansbury, LeeAn	Emerg PSL Reduc				8	8	8		24
Stansbury, LeeAn	PTO Leave		8	8					16

Example 3 – An employee is out for Reason 4, 5, or 6 on the "Request for Paid Sick Leave" form, and DOES want to supplement with their own time. They make over \$18.00 per hour:

Person Name	Element	Sun 05-04	Mon 06-04	Tue 07-04	Wed 08-04	Thu 09-04	Fri 10-04	Sat 11-04	Total
Stansbury, LeeAn	Time Entry Wage		7	4					11
Stansbury, LeeAn	Emerg PSL Reduc		1	4	8	8	8		29
Stansbury, LeeAn	PTO Leave		.33	1.33	2.66	2.66	2.66		9.64

Example 3 – An employee is out for Reason 4, 5, or 6 on the "Request for Paid Sick Leave" form, and DOES want to supplement with their own time. They make under \$18.00 per hour (\$16.00/hour):

Person Name	Element	Sun 05-04	Mon 06-04	Tue 07-04	Wed 08-04	Thu 09-04	Fri 10-04	Sat 11-04	Total
Anderson, Carme	Time Entry Wage		2	4	8				14
Anderson, Carme	Emerg PSL Reduc		6	4		8	8		26
Anderson, Carme	PTO Leave		1.5	1		2	2		6.5

