

Controller's Office
iTAMS Calculator Instructions
Calculating Leave (Covid-19)
May 4, 2020

Today's Agenda

- Qualifying Reasons
- Pay Limitations and Approvals
- How to use to the Calculator
- Where to find Resources
- Contact Information



Qualifying Reasons

Emergency sick leave is provided if an employee is unable to work or work from home for one or more the following reasons:

- 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 who is subject to an order as described in paragraph 1 or has been advised as described in paragraph 1.
- 5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID–19.
- The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of the State.



Pay Limitations and Approvals

- **Reasons 1-3** are paid at 100% of employees regular rate of pay, limited to \$511 per day or \$5,110 total
- Reasons 4-6 are paid at 67% of employees regular rate of pay, limited to \$200 per day or \$2,000 total

Before you enter emergency sick leave or emergency medical leave on your iTAMS time card you must complete the application and receive approval from HR.

An application must be submitted for each position.

For employees with multiple positions, the limits are by employee not by position.



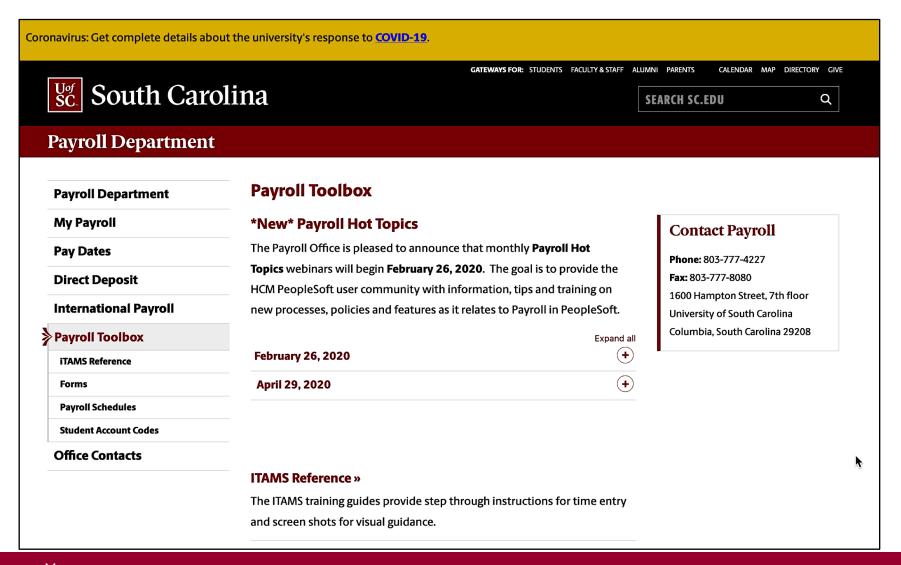
How to use the Calculator - Demo

Demonstration





Where to Find Resources





Contact Information

For questions regarding how to use the iTAMS Calculator, please reach out to your HR Contact. They can walk you through the process.



