

ITAMS Timecodes and Information for COVID-19 and the Families First Coronavirus Response Act.

Salaried Employees	
Existing COVID-19 Codes	
A/L COVID - A/L COVID Illness	Personal Annual Leave used for absences due to or related to COVID illness, sick leave to care for a family member with COVID illness or no telework is available that does not apply to EFMLA or Emergency Leave.
S/L COVID - S/L COVID Illness	Personal Sick Leave used for absences due to or related to COVID illness, sick leave to care for a family member with COVID illness or no telework is available that does not apply to EFMLA or Emergency Leave.
FSL COVID - S/L-Family COVID Illness	Personal Family Sick Leave used for absences due to or related to COVID illness, sick leave to care for a family member with COVID illness or no telework is available that does not apply to EFMLA or Emergency Leave.
LWOP COVID - Unpaid Leave COVID Illness	Leave Without Pay hours used for absences due to or related to COVID illness, sick leave to care for a family member with COVID illness or no telework is available that does not apply to EFMLA or Emergency Leave and no personal leave hours remaining.
New COVID-19 Codes	
EFMLA-Emergency FMLA prior approval req	Pre-authorization by Human Resources is required. Leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center. Leave in this category does count against the 12 weeks allotted each year for FMLA.
GOVPAYEMLEAV-Government paid emergency leave	Pre-authorization by Human Resources is required. Government Paid leave (up to 80 hours) for COVID-19 purposes.
Regular Leave Codes (examples below)	
<ul style="list-style-type: none"> A/L Annual Leave Taken S/L Personal Sick Leave Taken S/L Family Sick Leave Family LWOP-PERSONL Unpaid Personal Lv 	Leave hours taken during closure that are in no way related to COVID, Emergency Leave or EFMLA, should be tracked in ITAMS as normal under the appropriate code for the type of leave taken.

Hourly Employees

New COVID-19 Codes

EFMLA-HRLY- Emergency FMLA prior approval req

Pre-authorization by Human Resources is required. Leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center. Leave in this category does count against the 12 weeks allotted each year for FMLA.

GOVPAID-EMLV –Government paid emergency leave

Pre-authorization by Human Resources is required. Government Paid leave (up to 80 hours) for COVID-19 purposes.