

NEW COVID-19 Response Pay

Eligible employees will receive a COVID-19 Response Pay differential of \$3.13 for each hour actually worked or approximately \$250 a pay period. While paid time off will not count for the purposes of determining the employee's COVID-19 Response Pay, if an employee works additional shifts during the pay period, the employee will receive the COVID-19 Response Pay differential for each additional hour worked.

We anticipate that employees working in 24/7 operations within the Departments of Health, Juvenile Services, and Public Safety and Correctional Services (DPSCS), as well as all sworn police officers and State firefighters will be eligible to receive COVID-19 Response Pay. Additionally, certain employees within the Department of Human Services and DPSCS who are required to intermittently perform "field work" also will be eligible for COVID-19 Response Pay, but only when performing field work that requires the employee to be in close, prolonged contact with clients of the State. An employee will not receive COVID-19 Response Pay for performing duties in an office setting or while teleworking.

Employees who are required to work in designated "quarantine areas," where inmates, youth, patients, or wards of the State have been placed in isolation will receive Elevated COVID-19 Response Pay of an additional \$2.00 per hour for each hour actually worked in the isolation or "quarantine area", for a total of \$5.13 per hour.

[COVID 19 Response Pay Job Aid 040320.pdf](#)

NEW Federal Law:

As part of the Families First Coronavirus Response Act (FFCRA) – Effective April 1, 2020, there is a new expanded FMLA and a new emergency paid sick leave to deal with employee absences during this crisis.

Effective from April 1, 2020 through December 31, 2020. There are two provisions that you need to be aware of, as they offer additional protected leave options for regular, contractual and temporary State employees.

NEW Expanded FMLA

The Expanded FMLA provides up to 12 weeks of job protected leave for employees who are unable to work due ***to caring for a child if the child's school or child care provider/facility is unavailable due to the public health emergency***. The first 10 days (2 weeks) is unpaid and the remainder is paid at 2/3 the employee's salary. Employees must be employed for 30 calendar days immediately prior to the day leave would begin in order to be eligible. **It should be noted that the 12 week**

entitlement is off-set by any other FMLA previously used in the previous 12 months.

[Expanded FMLA_JobAide.pdf](#)

NEW Emergency Paid Sick Leave (EPSL)

The EPSL provides up to 80 hours (10 days) of paid leave for employees who are impacted by COVID-19 [by way of an illness or mandated quarantine or isolation, or](#) if caring for an individual impacted by COVID-19. There is no waiting period to qualify for EPSL and employees are not required to use their other available leave prior to EPSL, although they may choose to. Employees will be paid either 100% of their salary, or 2/3 of the salary, depending on the reason for the absence.

The details are listed here and the Job Aid for using this leave in SPS are attached.

Full-time employees: eligible for 80 hours (10 days)

Part-time employees: eligible for the number of hours that the employee is normally scheduled to work over that period, 2 weeks

Paid amount: 100% pay rate for reasons (1), (2), and (3) under qualifying reasons.

Paid amount: 2/3 pay rate for reasons (4), (5), and (6) under qualifying reasons.

Qualifying Reasons

Full Pay:

- (1) Employee is subject to Federal, State or local quarantine or isolation order related to COVID-19
- (2) Employee has been advised by a health care provider to self-quarantine related to COVID-19
- (3) Employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis

2/3 Pay:

- (4) Employee is caring for an individual subject to an order described in (1) or self-quarantined described in (2)
- (5) Employee is caring for son or daughter whose school or place of care is closed, or child care provider unavailable, due to COVID-19 precautions

(6) Employee is experiencing similar conditions as specified by Secretary of HHS, in consultation with Secretaries of Labor and Treasury

Note: Employees may use this leave during first 10 unpaid days under expanded FMLA

[Emergency Paid Sick Leave Time Off Job Aid.pdf](#)

REMINDER: Advanced Sick Leave Policy and the Pandemic Flu and Other Infectious Diseases Attendance and Leave Policy

These policies are now in effect and may be found at the following links:

<https://dbm.maryland.gov/employees/Documents/Policies/advancedSickLeavePolicy.pdf>

<https://dbm.maryland.gov/employees/Documents/PandemicFluAttendanceLeavePolicy.pdf>

For SPS Workday Time Off entry in a situation where the employee has exhausted all their own paid leave, paid leave time will be made available in accordance with the Advanced Sick Leave and Pandemic Flu and Other Infectious Diseases Attendance and Leave Policies. Advanced Sick Leave must be paid back by the employee when they return to work, in accordance with the Advanced Leave Policy.

Timekeepers do not have to grant this leave before an employee can use it. The employee must request this leave through the supervisor and HR staff, using the DBM Forms provided. The form will be posted by Monday afternoon, prior to the contractual pay period ending.

All employees are eligible for this type of advanced sick leave. The time off codes are as follows, depending on the employee type and FTE (accrual of paid leave or not):

State Regular 50% and Over FTE; Temporary 75% and Over FTE

Sick-Advance (Timesheet)

zFMLA Intermittent Sick Leave Advanced Time Off (Timesheet)

Regular Under 50% FTE

Advanced Sick Reg under 50% Time Off (**State** Timesheet)

zFMLA Intermittent Advanced Sick Reg 50% Time Off (Timesheet)

Contractuals 75% and Over FTE

Advance Sick for Contract Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract Time Off (Timesheet)

Contractuals Under 75% FTE

Advance Sick for Contract under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Contract under 75% Time Off (Timesheet)

Temporary Under 75% FTE

Advance Sick for Temp TE under 75% Time Off (Timesheet)

zFMLA Intermittent Advance Sick for Temp TE under 75% Time Off (Timesheet)

REMINDER: Elevated Level II SPS Workday Timekeeping Instructions

For All Employees:

SPS Workday Time Entry for Elevated Level II status:

Employees who are able to **work remotely** complete SPS timesheets as usual, but also will use the “remote work” worktags as appropriate.

Employees who are **working at their agency worksite** complete timesheets as usual, unless specifically directed to use any other time entry code or worktag.

Employees who are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave---Time Off Code called *COVID-19 Admin Leave (Timesheet) Time Off*. The timesheet will need to be saved, submitted and approved in order to be given credit for this time off.

