



State of New Hampshire

DIVISION OF PERSONNEL
Department of Administrative Services

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Dear State Employee,

Yesterday, the Governor announced that he is providing two new types of leave related to the COVID-19 State of Emergency that provide an extra bank of leave that employees can tap into to help avoid or defer having to accrue a negative sick leave balance. This email provides details about the new leave and how to fill out your timecard.

Implementation of New Leave

We are leading with implementation of the new leave category called **Emergency Paid Sick Leave (EPSL)** effective for the pay period beginning March 13, 2020. EPSL applies to both full and part-time employees.

In the coming days, we will be providing instructions about the other kind of new leave, **Emergency Paid Family Leave (EPFL)**. Because EPFL builds on the leave provided by the EPSL, no one is disadvantaged by our initial focus on emergency sick leave.

It is important to note that employees CANNOT receive both unemployment and Emergency Paid Sick Leave for the same period. If you have questions on this topic, please reach out to the Division of Personnel at DAS.DOPHR SUPPORT@das.nh.gov.

Your EPSL Hours

Due to the need to meet payroll deadlines this week, we have initially assigned every employee 80 hours of EPSL in NHFIRST. This is **NOT** your actual available balance. The total hours of EPSL that are assigned to you will be adjusted to reflect the hours you usually work in a two-week period. See below for the federal law caps on the amount of leave pay you will receive.

- **Full-time employees:** If you are a 40 hour per week employee, you will have 80 hours of leave to use in this category. If you are a 37.5 hour employee, you will have 75 hours of leave in this category.
- **Part-time employees:** you will have a balance in this category equivalent to the hours that you typically work in a pay period. If you are a part-time employee who does not work a regular schedule, then a six-month lookback period will be used to establish your average hours for a two week period.

Other Important Information

Working from Home: Employees who are working full-time from home will charge their time as they usually would, even though they may be working from home.

Activity Codes: Employees who are working on COVID-19 response efforts will charge their time to the COVID-19 activity codes.

Use of Other Leave: Employees may use the following leave options alone or in combination with other leave or negative sick leave to account for their absence from work during this State of Emergency.

EPSL CANNOT go negative: Until the available balances in NHFIRST are adjusted, it is important that employees, especially part-time employees, work with their supervisors to ensure they charge the appropriate number of hours to the new leave type.

Your Timecard Entries for EPSL

The following guidance applies **ONLY** to time **NOT** worked due to COVID-19.

There are FIVE (5) reasons why employees may be out of the office that relate directly to COVID-19 EPSL. Employees must select a reason for leave in their timecard when utilizing EPSL. The five reasons are:

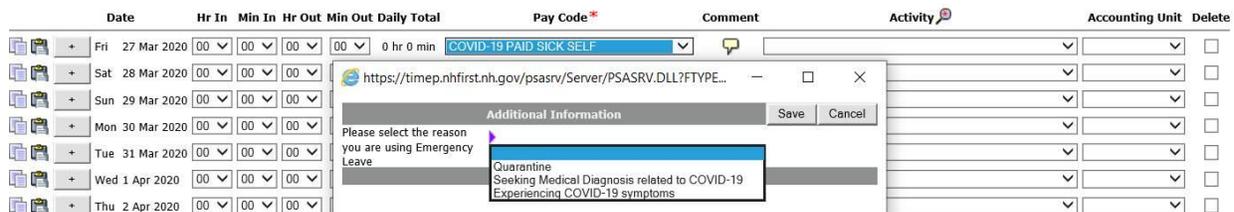
- **Category 1:** subject to a Federal, State or local quarantine or isolation order related to COVID-19;
 - This category also applies to employees who are out of the office for 14 days due to recent domestic or international travel on public transportation
- **Category 2:** has been advised by a health care provider to self-quarantine related to COVID-19;
- **Category 3:** is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - If you out of the office with mild respiratory issues, but you are not seeking a medical diagnosis, for this pay period only, use category 3.
- **Category 4:** is caring for an individual subject to an order described in (1) or self-quarantined as described in (2);
- **Category 5A:** caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
 - If you are not the legal guardian of a child, then reason 5A may not apply. Please contact your HR representative who will work with DOP to determine whether you are eligible.

Selecting EPSL Paycodes on Your Timecard

Categories 1, 2 and 3: USE 488 - COVID-19 PAID SICK SELF

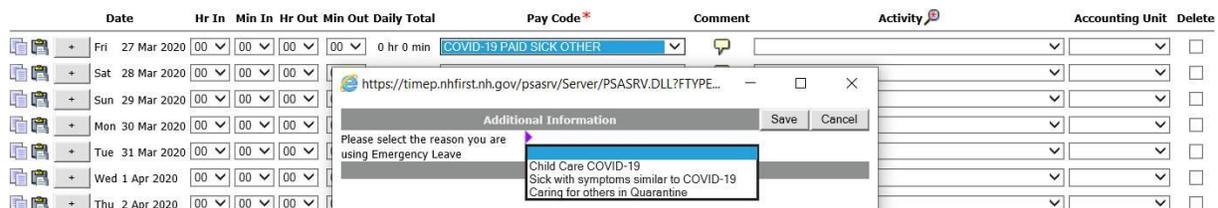
If you are out of the office because of reasons 1, 2 or 3, then 100% of the time that you are not working can be charged to a new category of leave called Emergency Paid Sick Leave. As stated above, full-time employees hours will have their actual number of hours adjusted based on whether they work 37.5 hours or 40 hours per week. Part-time employee will have a balance in this category equivalent to the hours that they typically work in a pay period and in the case of a part-time employee who does not work a regular schedule, a 6 month lookback period will be used to establish the employees average hours for a two week period.

In NHFIRST the code that you will use is COVID-19 Paid Sick Self and you will be required to select the reason. Detailed instructions on how to use these leave options are provided separately. Employees should also seek assistance from their supervisor.



Categories 4 & 5: USE 489 - COVID-19 PAID SICK OTHER

If you are out of the office due to care for another who is experiencing respiratory illness symptoms or care of a child whose school or place of care is closed for reasons related to COVID-19, then you may charge **2/3 of the hours** that you are out of office to COVID-19 Paid Sick Other. This is how you break down EPSL and other leave on your time card:



- **7.5 hour employees:** If you are out for an entire day, you will charge 5 hours to COVID-19 Paid Sick Other and charge 2.5 hours to another leave code (annual, sick, bonus or comp).
 - If you do not have any other leave then you may use sick leave and accrue a negative sick leave balance, or
 - you may charge leave without pay. Please discuss the risks and repercussions of choosing leave without pay with your HR representative.
- **8 hour employees:** If you are out for an entire day and you are an 8 hour employee you will charge 5.33 hours (5 hours and 20 mins) to COVID-19 Paid Sick Other and charge 2.67 hours (2 hours and 40 mins) to other leave categories.
 - If you do not have any other leave then you may use sick leave and accrue a negative sick leave balance, or

- you may charge leave without pay. Please discuss the risks and repercussions of choosing leave without pay with your HR representative.
- **Part-time employees:** part time employees can charge 2/3 of your typical weekly hours or average hours based on the 6 month lookback period. Since part time employees do not accrue leave then they only receive 2/3 of their pay in compensation.

Example of 7.50 hours timecard

| Date | Hr In | Min In | Hr Out | Min Out | Daily Total | Pay Code* | Comment |
|-----------------|-------|--------|--------|---------|-------------|--------------------------|---------|
| Fri 27 Mar 2020 | 00 | 00 | 00 | 00 | 0 hr 0 min | | |
| Sat 28 Mar 2020 | 08 | 00 | 13 | 00 | 7 hr 30 min | COVID-19 PAID SICK OTHER | |
| | 14 | 00 | 16 | 30 | | ANNUAL LEAVE USAGE | |

Example of 8.00 hours timecard

| Date | Hr In | Min In | Hr Out | Min Out | Daily Total | Pay Code* | Comment |
|-----------------|-------|--------|--------|---------|-------------|--------------------------|---------|
| Fri 27 Mar 2020 | 08 | 00 | 13 | 20 | 8 hr 0 min | COVID-19 PAID SICK OTHER | |
| | 14 | 20 | 17 | 00 | | ANNUAL LEAVE USAGE | |

Federal EPSL Pay Caps Apply to New Hampshire State Employees

The COVID-19 EPSL is subject to the payment limits defined by the Federal Families First Coronavirus Response Act for Emergency Paid Sick Leave:

- Employees using “COVID-19 PAID SICK SELF” will be paid your regular rate of pay per hour, up to a maximum of \$511/day for hours reported this period with this code. If your regular rate of pay exceeds this amount your pay will be reduced for the hours for which you use this leave.
- Employees using “COVID-19 PAID SICK OTHERS” will be paid your regular rate of pay up to a maximum of \$200/day for hours reported this period with this code. If your regular rate of pay exceeds this amount, your pay will be reduced for the hours for which you use this leave.

If you have any questions concerning this guidance or the instructions, please see your Supervisor or HR representative.