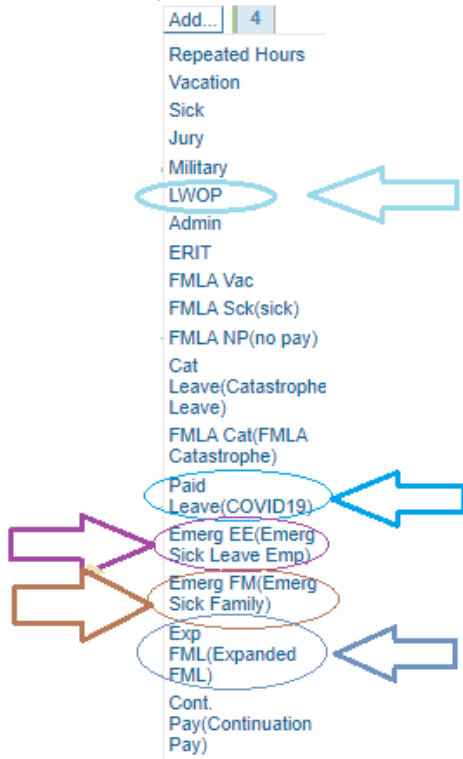


## COVID-19 Pay-codes on TRS

(updated 07/29/21)

Type of COVID Leave	Corresponding TRS Code to use
UC 2021 EPSL (Emergency Paid Sick Leave)	Emerg EE (Emerg Sick Leave Emp) <i>or</i> Emerg FM (Emerg Sick Family) <i>(depending on reason)</i>
EPAL (Expanded Paid Administrative Leave) <i>expired 06/30/21</i>	Paid Leave (COVID19)
FFCRA EPSL (Emergency Sick Leave) <i>expired 12/31/20</i>	Emerg EE (Emerg Sick Leave Emp) <i>or</i> Emerg FM (Emerg Sick Family) <i>(depending on reason)</i>
FFCRA EFML (Expanded FMLA) <i>expired 12/31/20</i>	Exp FML (Expanded FML)

Screenshot of TRS codes. (The colors for the arrows and ovals roughly correspond to the colors used on TRS.)



Special notes regarding UC 2021 EPSL (Emerg EE (Emerg Sick Leave Emp) *or* Emerg FM (Emerg Sick Family) pay-codes):

- Available for use 03/29/21-09/30/21.
- Available for retroactive pay only for *unpaid* COVID-19 related absences from 01/01/21-03/28/21.
- Please note that the same pay-codes are used for UC 2021 EPSL and the FFCRA EPSL (which expired on 12/31/20).
  - The use of these codes are differentiated by when they were used.
    - 04/01/20-12/31/20=FFCRA EPSL
    - 01/01/21-09/30/21=UC 2021 EPSL

Supervisors (or the unit's MAG member) must keep track of individual COVID-leave usage. OCP HR designed a [COVID-19 Leave Tracker](#) you may use. This is very important because even though there are caps on the usage, TRS is not designed with caps in mind for these particular pay-codes. So, if an employee uses a COVID pay-code they are not entitled to/exhausted, the employee will be overpaid and will have to make arrangements to pay the University back.

OCP HR Analysts will send MAG members COVID-19 Leave TRS reports as they are received from Central HR. These should be used to audit COVID-19 leaves taken, in conjunction with the COVID-19 Leave Tracker.

All requests for COVID-19 leave must be submitted and approved by the employee's supervisor, and submitted to OCP HR, prior to the time being taken (unless an emergency situation does not allow for enough time before the request is made).

- [UC 2021 Emergency Paid Sick Leave \(EPSL\) form](#)

For more information, including for what reasons a type of COVID-19 leave may be taken, please refer to:

[COVID-19 Leaves and Job Protections](#)

[FAQs about COVID-19 Leaves](#)

[COVID-19 Leave Matrix](#)

[EPAL and UC 2021 EPSL](#)