# COVID-19 Pay-codes on TRS

Type of COVID Leave	Corresponding TRS Code to use
EPAL (Emergency Paid Administrative Leave)	Paid Leave (COVID19)
EPSL (Emergency Sick Leave)	Emerg EE (Emerg Sick Leave Emp) *or* Emerg FM (Emerg Sick Family) *(depending on reason)*
EFML (Expanded FMLA)	Exp FML (Expanded FML)*

Screenshot of TRS codes. (The colors for the arrows and ovals roughly correspond to the colors used on TRS.)
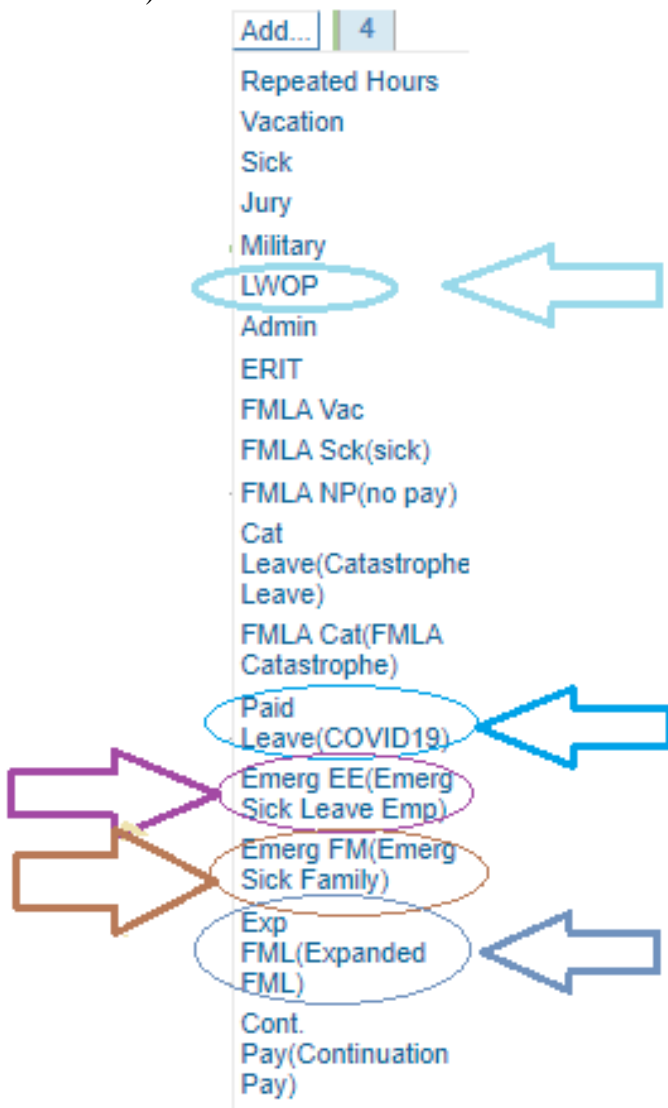
*Special notes regarding EFML (Exp FML pay-code):

- Please "Ask a Question" on AggieService to inquire with the Leaves team about an employee's available balance. Some employees may not be eligible and/or may have already used and even exhausted their FMLA for a different (non-COVID) reason.
- The first two weeks of EFML are unpaid. However, another form of applicable and available pay can be substituted. For example, EPAL, EPSL, or vacation-pay can be used, and for non-represented employees, as of 07/01/20, sick-pay may be used.
    - o If using a form of substituted pay for the first two weeks of EFML, the employee should select on TRS what type of pay they are using.
    - o If not using pay for the first two weeks of EFML, the employee should choose "LWOP" (Leave without Pay) and enter a note in the Comments section that "xx/xx/xx—xx/xx/xx is for the unpaid portion of EFML.")
    - o An employee should <u>not</u> use the "Exp FML" paycode for more than 10 weeks, or for more than they have available. Otherwise, the employee will be overpaid and will have to make arrangements to pay the University back.

Supervisors (or the unit's MAG member) <u>must</u> 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.

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).

- Emergency Paid Administrative Leave (EPAL) form
- Emergency Paid Sick-Leave (EPSL) form (please note: this is the same form as the EFML form; please check the appropriate boxes)
- Expanded FMLA (EFML) form (please note: this is the same form as the EPSL form; please check the appropriate boxes)

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