

# Leave Administration Procedure | COVID Leave

Department of Human Resources Leaves Administration Team



## COVID Leave

On September 17, 2021, a Memorandum of Agreement was signed by participating collective bargaining agreements to provide up to a maximum of 80 hours of COVID leave for employees. This new leave applies to all participating unions, as well as non-represented employees. COVID Leave is available to comprehensive leave eligible employees for all eligible reasons and to short-term temporary employees and interns only for side effects from the COVID vaccine or COVID booster. Details of the program include the following:

- Comprehensive leave eligible employees may receive up to a **maximum of 80 hours of COVID Leave** for the entire duration of the program (8/10/21 to 12/31/2022) and leave is not prorated for part-time schedules.
- Short term temporary and intern employees may receive COVID Leave for side effects from their COVID vaccine or COVID booster for each shot but cannot receive COVID Leave for the other eligible reasons.
- Agencies should **not** keep copies of COVID vaccination cards, state vaccine records, vaccine medical records, or COVID test results for employees or immediate family members. To approve COVID Leave, agency human resource personnel should view the supporting documentation, but should not keep copies of any of these. By signing the COVID Leave Form the agency human resource professional is confirming employee eligibility to receive and use COVID Leave.
- Forms and supporting documentation provided by employees should not be shared with supervisors and should not be forwarded to others beyond the agency human resource professional.

Maximum Hours	COVID Leave Reasons	Who is Eligible
Up to one regularly scheduled shift (or a total of one partial shift) <b>per</b> COVID vaccine or COVID booster shot	<p>A. Side effects from COVID vaccine or COVID booster which renders the employee unable to work within 48 hours of receiving the shot</p> <p><b>Documentation:</b> Proof of COVID vaccine or COVID booster showing the date <b>(HR Professional should only view the proof of vaccine or booster. Do not keep a copy)</b></p>	All comprehensive leave eligible employees and short-term temporary employees/interns
Up to a maximum of 80 hours of COVID Leave can be used for one of these two reasons:	<p>B. Employee has tested positive for COVID and is unable to telecommute.</p> <p><b>Documentation:</b> Proof of positive COVID test (e.g., results from a test site, medical office, or a screenshot of a home-based test) <b>(HR Professional should only view the test result. Do not keep a copy)</b></p>	All comprehensive leave eligible employees
	<p>C. Employee is subject to quarantine under health guidance and County policy and is unable to telecommute. This includes employees who have symptoms and must be out of the workplace.</p> <p><b>Documentation:</b> See <a href="#">Temporary Leave and Telecommuting Policy</a>.</p>	All comprehensive leave eligible employees
Up to a maximum of 40 total hours of COVID Leave can be used for these reasons:	<p>D. Employee needs to provide care for an immediate family member who has tested positive for COVID and has provided proof of a positive COVID test and is unable to telecommute.</p> <p><b>Documentation:</b> Proof of positive COVID test (e.g., results from a test site, medical office, or a screenshot of a home-based test) <b>(HR Professional should only view the test result. Do not keep a copy)</b></p>	All comprehensive leave eligible employees
	<p>E. Employee's child cannot attend school or childcare center due to COVID (including when child must quarantine due to school/childcare center policies and/or awaiting COVID test results) and because of this, the employee is unable to work or telecommute and has provided school/childcare center COVID policy.</p> <p><b>Documentation:</b> Proof of positive COVID test, school/childcare center COVID and quarantine policy. A screenshot of a home-based test is also acceptable effective 12/25/21 <b>(HR Professional should only view the test result. Do not keep a copy of the test results)</b></p>	All comprehensive leave eligible employees

# Leave Administration Procedure | COVID Leave

Department of Human Resources Leaves Administration Team



King County

- This is a new program and does not interact or offset with other types of COVID leaves.
- Employees are required to complete the new COVID Leave form and submit to their agency human resource professional.
- If employees are requesting COVID Leave for a prior pay period then their time should be reviewed to see if paid accruals or unpaid days were used within the timeframe listed in the policy (i.e., within 48 hours for the vaccine side effect as one example).
- An immediate family member for the purpose of COVID Leave is defined by [HR Paid Sick Leave Policy 2019-0003](#)
  - A child, including a biological, adopted or foster child, a stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian or is a de facto parent, regardless of age or dependency status, or the child of the employee's domestic partner;
  - The parent of an employee, employee's spouse or employee's domestic partner. Parent includes: biological parent; adoptive parent; de facto parent; foster parent; stepparent; legal guardian; or person who stood or stands in loco parentis to the employee, employee's spouse or employee's domestic partner;
  - A spouse;
  - A domestic partner;
  - A grandparent;
  - A grandchild; or
  - A sibling.
- Agencies are responsible for approving the new COVID leave form and loading eligible COVID leave into the new COVID Leave compensatory bucket.
- New time reporting codes and earning codes are available for this program. All employees in King County will be given the new compensatory bucket; however, it is only visible once the agency loads COVID Leave hours into the new bucket.
- COVID Leave cannot be used to obtain a COVID test but sick leave may be used to obtain one.

## Employee responsibilities:

- Informs King County of need for leave by submitting a completed COVID Leave Request Form to their agency human resource professional
- Provides required documentation to support their need for leave
- Follows established agency call-in procedures
- Must continue to communicate with agency human resource professional periodically with updates on the status and the employee's intention to return to work

## Employer responsibilities:

### DHR Leave Administration Expert: Brian Czerwinski

- Supports agency human resource professionals and human resource managers
- Create internal procedures, forms, and documents
- Create training materials related to new COVID Leave and provide training
- Leave administration subject matter expert

### Agency Human Resource Professionals/Leave Administrators

- Review COVID Leave form for completeness and store separately from the employee's personnel record
- Review all information for eligibility:
  - a. Form: Employee has completed and signed the form.

# Leave Administration Procedure | COVID Leave

Department of Human Resources Leaves Administration Team



King County

- b. Documentation: Employee has provided required documentation. See reasons on page one.
  - c. Participation:
    - i. Non-represented employee or represented employee whose union has signed MOA. See website links at the bottom of this document.
    - ii. Comprehensive leave eligible employees are eligible for 80 hours of COVID Leave
    - iii. Short term temporary employees and interns are only eligible for COVID Leave for one regularly scheduled shift (or one total partial shift) per COVID vaccine or COVID booster if they are unable to work due to side effects.
  - d. Ensure no more than 80 total hours of COVID Leave are loaded for each employee.
- Attend COVID Leave training sessions.
  - As with other leaves, communicate and coordinate with supervisors and timekeeping personnel.
  - Coordinates COVID Leave information with agency timekeeper to ensure proper time reporting codes are being used and that employee does not exceed the 80-hour limit.
  - No new action/reasons codes (HCM) were created in PeopleSoft for COVID Leave.
  - This program will not have combination time reporting codes that mix with other types of leave such as FMLA and KCFML. King County may still track other protected leave off system if the employee is also eligible and using protected leave.

## Agency Timekeepers

- Work with the supervisor and employee to use the new time reporting codes correctly.
- Agencies should use the normal prior pay period adjustment process for requests for hours prior to one pay period in the past.
- The new compensatory plan and time reporting codes were made available on 10/04/21 but can be backdated to 8/10/21. Agencies will be able to perform prior period entries going back one pay period.
- Effective 12/25/21, employees may submit home-based COVID test results as proof of documentation of a positive COVID test for themselves or their immediate family members. Prior to 12/25/21 home-based COVID tests are not permitted as proof of a positive COVID result.
- Any entries needed beyond one pay period will need to be performed by central payroll.
- Employees that were sent home because they had symptoms, and in accordance with the [Temporary Leave and Telecommuting Policy](#), should not have their COVID Leave hours recoded to sick leave if they were sent home but later receive negative test results. Hours should be loaded on the first day of the pay period. Hours loaded by Central Payroll for a prior pay period will need to use the day view to load and/or apply hours taken for any mid-pay period dates.
- For the current payroll being processed, if the TRC 631 - Covid Leave Granted is not available for selection on the timesheet for a specific employee please submit a help ticket.
- Ensure that no more than 80 hours are loaded per employee. There are no checks in the system to prevent agencies from entering too many hours. Agencies should run the following query to prevent an overpayment situation (TL\_COMP\_COVIDLEAVE\_USAGE).
- **COVID Leave:** This has been set up as a new compensatory plan for all employees. Once agencies load the hours into the bucket (maximum of 80 hours) then the below time reporting codes will be used.
  - TRC631 – Covid Leave Granted
  - TRC632 – Covid Leave Adj Add
  - TRC633 – Covid Leave Adj Subtract
  - TRC634 – Covid Paid Leave Taken (uses earn code XAA) (“Family reason” reason code available)
  - TRC634AM – Covid Paid Leave Taken AM Hrs (uses earn code XAA) (“Family reason” reason code available)

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## Resources

- **King County Leave Administration Website** [www.kingcounty.gov/audience/employees/benefits/leaves](http://www.kingcounty.gov/audience/employees/benefits/leaves)
- **COVID Leave Website:** [Accessing leave during COVID-19 - King County](#)
- **Temporary Leave and Telecommuting Policy:** [Temporary Leave and Telecommuting Policy](#)
- **King County Human Resource Sick Leave Policy:** [HR Paid Sick Leave Policy 2019-0003](#)
- **COVID Leave Participating Unions:** [Union Participation - King County](#)