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COVID-19 Leave Code Instructions

LEAVE REASON CODE REFERENCE NUMBERS FOR IDENTIFYING THE COVID PAY

Leave Reason Code 1: Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

Leave Reason Code 2: Has been advised by a health care provider to self-quarantine related to COVID-19;

Leave Reason Code 3: Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;

Leave Reason Code 4: Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);

Leave Reason Code 5: Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19; or

Leave Reason Code 6: Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

How to Pay your Eligible Employees

Once eligible employees are identified, it is critical to use the correct **Earning code**. This will ensure proper payment according to per day and aggregate caps on payment and to accurately track amount of leave taken.

To pay the appropriate leave hours, simply report hours to your support rep as you normally would or enter the hours into PayData's Evolution Payroll.

Based on the reason for the leave pay the pay is calculated as follows:

For leave reasons (1), (2), or (3): Employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period). **[use code = EC2 COVID SICK]**

For leave reasons (4) or (6): Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period). **[use code = EC3 COVID SICK 2/3]**

For leave reason (5): Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$10,000 in the aggregate (over a 10-week period—this in addition to the 2 weeks of paid COVID sick or COVID Sick 2/3). **[use code = EC4 COVID FMLA 2/3]**

For additional updates and clarifications, please contact PayData or visit www.paydata.com/covid19/