

To all staff,

This email is an update to the existing City Policies and Procedures document regarding Coronavirus/COVID-19 related leave of absence evaluations and requests for time off work.

Due to updated legislation from the Department of Labor (DOL), we have made changes to city policies and procedures. These changes will serve to continue compliance and support our employees during this ever-changing situation.

C19 (COVID-19) Leave Banks:

We have expanded the existing C19 leave banks in Executime to reflect the changes regarding covered employee C19 leave through **May 31, 2020**. The previous bank maximums, have been replaced with new bank maximums reflective of 6 pay periods (May 31st), they vary dependent on your regularly scheduled annual hours.

Executime Codes for C19 Leave:

Per the policy, leave related to Coronavirus/COVID-19 should be coded in Executime as C19. The accrual pay code options for the leave are as follows:

Accrual pay codes:

- CV / COVID-19 (for Full-Time & Part-Time benefited hourly/salary employees)
- CW / COVID-19 2912 (for 2912 Fire/Med employees)
- CX / COVID-19 PP for (For all Part-Time Temporary employees)

Place the number 1-8 that your absence corresponds to in the comments section of your benefit request.

As a reminder - any employee who uses a COVID-19 (C19) code related to a leave of absence **MUST email FMLA@lawrenceks.org** or call 785-813-9664. This step is imperative for tracking COVID-19 time accurately and consistently.

Additionally, please know that updates and resources related to COVID-19 are available on the city's [internet](#) and [intranet](#) sites.