

Time Charging Guidance during COVID-19

COVID-19 Time Reporting			
Situation	Type of Pay or Leave		Kronos Pay Code
Not permitted to work onsite and able to telework	Regular Pay		Hours worked with telecommuting comment
Not permitted to work onsite due to worksite closure, not able to telework , and none of the other situations below apply	Temporary COVID-19 leave ¹		Weather Diff ¹
Ill with COVID-19 or COVID-19 symptoms or caring for a sick family member with COVID-19 or COVID-19 symptoms <i>If the employee or family member is recovered but still under isolation, the employee may request telework if available.</i>	1	Sick leave or family sick leave or borrow from future sick leave accrual if needed	Sick
	2	Vacation or borrow from future vacation accrual if needed	Vacation
Quarantined due to exposure or potential exposure to COVID-19 <i>Exposed while engaged in non-work activities</i>	1	Telework if able - Regular pay	Hours worked with telecommuting comment
	2	Sick leave or borrow from future sick leave accrual if needed	Sick
	3	Vacation or borrow from future vacation accrual if needed	Vacation
Quarantined due to exposure or potential exposure to COVID-19 <i>Exposed while engaged in work activities including business travel</i>	1	Telework if able - Regular pay	Hours worked with telecommuting comment
	2	Temporary COVID-19 leave may be available <u>subject to DOE Contracting Officer approval</u> ^{1,2}	Weather Diff ^{1,2}
All Other COVID-19 related absences	1	Vacation is an option in any situation or	Vacation
	2	Leave Without Pay (LWOP) is an option <u>after all available paid leave has been used.</u>	LWOP

Notes on Temporary COVID-19 Leave:

- COVID-19 leave availability will end on March 31, 2021 unless extended by the federal government.
- Once access to the site is restored, partially or completely, in phases or all at once, Temporary COVID-19 Leave (Weather Diff) ends for the portion of the site for which access is restored. Employees who returned to onsite work after previously using Weather Diff may not resume charging of Weather Diff unless approved by the DOE Contracting Officer.

Instructions for use of Temporary COVID-19 Leave (Weather Difficulty pay code)

- Employee must contact Supervisor to discuss the reason the leave is needed. Consideration must be given as to whether telework is an option for the employee rather than paid leave. Consult ESH's [Telecommuting Task Library](#) to identify additional opportunities for telework. Contact your HR Partner for assistance.
- In cases where leave is sought due to quarantine resulting from exposure or potential exposure to COVID-19, the employee must contact the Medical Office for further instruction regarding contact tracing and quarantine.
- Medical office will refer employees back to supervisor or HR Partner to address timekeeping questions
- Supervisors must complete the request for use of the Request for Use of Weather Difficulty Pay Code form following the Request for Use of Weather Difficulty Pay Code procedure.
- No use of the Weather Difficulty pay code will be approved by supervisors or managers until a fully approved request form has been received.