

# —SPS ALERT—

## Special Alert 186: HR, Timekeeping, Payroll and Benefits Updates

*Release date: 11/3/2021*

**NEW COVID 19 Leave**, **Effective today**, beginning on November 3, 2021 (Nov. 10th for Contractuals) through December 31, 2021, vaccinated employees or those with valid vaccine exemptions who test positive for COVID-19 using a PCR (non-rapid) test are eligible for up to 10 days (no more than 80 hours) of COVID-19 leave to use in place of an employee's own leave or leave without pay to recover from COVID-19. This leave is available to State regular, temporary and contractual employees of SPMS and MDOT.

To administer this leave, we have a new Time Off code in SPS, **COVID 19 Time Off**, this leave time must be granted by the timekeeper before the timekeeper can use this leave time on the timesheet, using the adjustment process (Adjustment-COVID-19 Time Off). There will be no balance shown for this leave type in SPS. This leave type may also be recorded as **FMLA Intermittent COVID 19 Time Off** for an employee, if appropriate for FMLA.

To receive the leave, employees must:

- be fully vaccinated prior to usage of COVID-19 leave (i.e. received 2 doses of Pfizer/Moderna, or 1 dose of Johnson & Johnson, in addition to any required boosters);
  - provide proof of vaccination or proof of vaccine exemption to HR before leave will be approved;
  - provide a positive PCR, non-rapid test result for COVID-19; and
  - submit required documentation to HR by the end of the pay period that follows the pay period employee is requesting COVID-19 leave. (Timekeepers will restore previously recorded leave and record use of COVID-19 leave after required documentation has been submitted. Timekeepers will not make adjustments for employees who do not turn in required documents by the end of the pay period following the pay period leave is requested.)
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Additionally:

- COVID-19 leave must be taken consecutively and used in full-day blocks; however, an employee is not required to use all 10 days at once.
- COVID-19 leave is only available to employees who have tested positive using a PCR (non-rapid) test and are recovering from COVID-19. Employees may not use this leave to care for a member of their household, or for childcare purposes.

Please see the links below for the Form, FAQs and more information.

Link to the COVID 19 Leave

<https://dbm.maryland.gov/employees/Pages/COVID-19%20Leave.aspx>

Link to FAQs

<https://dbm.maryland.gov/employees/Documents/Frequently%20Asked%20Questions%20about%20Covid%2019%20Leave.pdf>

Link to the Form

<https://dbm.maryland.gov/employees/Documents/COVID-19%20Leave%20Request%20Form.pdf>

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