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TO: BCO Directors (Via Email)
Principals (Via Principals' Weekly)
Payroll Secretaries/Timekeepers (Via Email)

FROM: Francine Perkins-Colón

SUBJECT: **Timekeeping Procedures for Absences Related to the 2019 Novel Coronavirus**

In accordance with policy issued by the New York City Department of Citywide Administrative Services (**DCAS**) and adapted for the Department of Education, the following timekeeping procedures are enacted for absences that are or will be documented as related to the 2019 Novel Coronavirus (COVID-19) under specific circumstances as outlined below.

Eligibility

Absences on or after February 2, 2020 shall be excusable and not charged to either sick or annual leave banks when the absence is a result of one of the following:

- 1) A confirmed case of COVID-19 where the employee is under quarantine or isolation in accordance with a directive issued by the New York City Department of Health and Mental Hygiene (DOHMH) or other state or federal health agency.
- 2) Where an employee is symptomatic and under investigation for COVID-19 infection and required to remain absent as directed by DOHMH or other state or federal health agency.
- 3) Where an employee has been in close contact, as per the Center for Disease Control and Prevention (CDC) guidelines (e.g. within 6 feet for a prolonged period of time) with an individual who has a laboratory confirmed case of COVID-19 and needs to undergo testing and/or self-monitoring requiring absence from work, as certified by their doctor, DOHMH or other state or federal health agency.
- 4) Where an employee has recently returned to New York from countries/areas designated by the CDC or DOHMH requiring absence for self-monitoring.
- 5) Any other case where an individual employee has specifically been ordered or directed to be quarantined, isolated, or absent for self-monitoring by the DOHMH related to COVID-19 including any quarantines recognized by DOHMH from other public health agencies.

Employees in these categories will not have absences charged to their sick or annual leave banks for the duration of the period they need to be out per the guidelines of the applicable agency. Thereafter time will be charged to leave

balances. Employees who have exhausted their sick or annual leave days may be advanced days in accordance with collective bargaining agreements, the NYC DOE Rules and Regulations governing administrative employees, and the Chancellor's Regulations.

Please note that absences due to regular illness or general flu like symptoms will be treated according to the standard sick leave/time policy unless they qualify, with appropriate documentation, as set forth above.

If/as there are any updates to COVID-19 excused absences, this memo will be updated accordingly.

Timekeeping Codes and Procedures

Timekeeping Codes

The following codes are to be used to record excused absences due to COVID-19:

Cybershift Code:

QCV Description – QUARANTINE – CORONA VIRUS PAID

EIS Codes:

Code	Absence Description	Applicable Employee Group
31QCV	Quarantine for Coronavirus	Education Administrators
41QCV	Quarantine for Coronavirus	10 month Pedagogical Titles (e.g. Teachers, Guidance Counselors, School Secretaries, 10 month APs, etc.)
52QCV	Quarantine for Coronavirus	Education Paraprofessionals
61QCV	Quarantine for Coronavirus	EBank Hourly titles
71QCV	Quarantine for Coronavirus	CSA 12 month titles, except EAs

Documentation

All such excused absences require documentation of meeting the criteria as set forth above. Such documentation may include directives from the applicable health agency, medical documentation from a doctor, and/or documentation of travel.

Timekeeping Entry

In order to help monitor these absences, **for these codes only**, timekeepers are both asked and authorized to enter them immediately upon a person's report of being absent, even if receipt of such documentation is pending, if the individual attests or there is a good faith indication that the absence was in accordance with the above guidelines. In part, this is necessary because absences of this nature may make it difficult to provide documentation immediately and because tracking such absences is an important part of monitoring the spread of COVID-19. The failure of an employee to provide said documentation at the earliest opportunity will result in absences being charged to their sick or annual leave bank retroactively.

Questions

Questions regarding timekeeping related to this memo may be emailed to COVIDtimekeeping@schools.nyc.gov