



Another new COVID-19 feature has been added!

Traumasoft has created a new page for managing federally mandated time-off due to COVID-19 and based on the Families First Coronavirus Response Act, defined at:

[https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave.](https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave)

To access the new page, go to:
Management Portal > Scheduling > Covid19 Time-off.
Choose an employee who needs time-off due to COVID-19.

Covid19 Timeoff

Employee : Ward, Colt

New Timeoff Entry

Close Employee

Covid Timeoffs :

Start	End	Reason	Details	Timeoff Shifts	Unassigned Shifts
- none -					

When an employee is selected, a list of their existing Covid Time-offs will show. There are two actions a user can take once an employee is selected:

1. **Close Employee:** this will de-select that employee and allow you to choose a different one.
2. **New Time-off Entry:** opens a window allowing you to add time-off for COVID for the selected employee.

Covid19 Timeoff

Employee : Ward, Colt

New Timeoff Entry Close Employee

Covid Timeoffs :

Start End

Edit Covid Timeoff

all text and resulting logic taken from [FFCRA Employee Paid Leave @ DoL.gov]

* Start 04/10/2020 07:00

* End 04/24/2020 07:00 Start +2 Weeks

* Details Employee has COVID-19 symptoms. Not confirmed, but suspected.

Notifications Notify Employee Notify Admins

Generally, the Act provides that employees of covered employers are eligible for:

Reason Categories

- (SELF) • Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- (OTHER) • Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- (SCHOOL) • Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

*** Qualifying Reasons for Leave:**
Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

Reason

- (SELF) • (1) is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- (SELF) • (2) has been advised by a health care provider to self-quarantine related to COVID-19;
- (SELF) • (3) is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- (OTHER) • (4) is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- (SCHOOL) • (5) is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- (OTHER) • (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.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Save Timeoff Entry Cancel

On the Edit Covid Time-off dialog, you'll need to input some data in order to choose when their leave starts and ends, as well as which category it falls into.

1. **Start:** choose the start date and time for their COVID leave.
2. **End:** choose the end date and time for their COVID leave. There is a button to have the system calculate 2 weeks exactly from the start date to make inputting easier.
3. **Details:** enter notes for why the individual is using their COVID leave.
4. **Notifications:** choose to send a notification to the Employee and/or Scheduling Admins when the change is saved. These will default checked on, so if you don't want notifications to send, uncheck the boxes.
5. **Qualifying Reasons for Leave:** choose the reason the employee is taking COVID-19 leave. The reason selected will determine which of the three allowed banks the hours will come from, as well as how the employee will be paid for the time-off.
6. Once all info is entered, click the **Save Time-off Entry** button at the bottom of the page. This will open a confirmation dialog with a list of the shifts being changed, as well as their bank calculations.

Covid Timeoff Confirmation
✕

Confirm the following shift changes that are about to happen :

Currently Assigned Shifts in range :

Unit	Start	End	Duration	Trips
6310	Fri 04/10/2020 07:00	Sat 04/11/2020 07:00	24h	0
6310	Sun 04/12/2020 07:00	Mon 04/13/2020 07:00	24h	0
6310	Tue 04/14/2020 07:00	Wed 04/15/2020 07:00	24h	0
6310	Thu 04/16/2020 07:00	Fri 04/17/2020 07:00	24h	0
6310	Sat 04/18/2020 07:00	Sun 04/19/2020 07:00	24h	0
6310	Mon 04/20/2020 07:00	Tue 04/21/2020 07:00	24h	0
6310	Wed 04/22/2020 07:00	Thu 04/23/2020 07:00	24h	0
Total Hours			168h	
Conflicting Trips That Will Be Unassigned				0

* Employee will be unassigned from these shifts
 * New Covid-Timeoff shifts will be copied from these shifts
 * Timecard payments for each shift will be added up to the hour limits shown below

Covid Timeoff Hours Available :

Type	Max	Used	Available
(SELF)	80	0	80
(OTHER)	80	0	80
(SCHOOL)	400	0	400

Confirm & Save
Cancel

Once you click **Confirm & Save**, the listed changes will be applied. This can take about 30 seconds to apply, so please be patient after clicking the button. Once it has been saved, the employee's Covid Time-offs list will update with the new entry.

