We have received clarification regarding employees’ compensation while taking the 80 hours of COVID-19 related CV time. Employees pay will need to be recalculated similar to the method of determining the FLSA recalculated rate of pay. This recalculation will need to be done when an employee takes CV time due to quarantine or isolation order, doctor advised quarantine or symptomatic and seeking diagnosis and only when the employee’s compensation falls below the $511 daily compensation limits (approximately $64 an hour)

This recalculation only needs to be done in cases where the employee’s wages have not remained consistent over the previous 6 months prior to use of the CV leave. In other words, employees who have had overtime, shift differential or holiday premium pay for example would need to have the recalculation done.

In the cases where an employee has compensation in addition to their regular monthly salary, payroll offices will need to do the following:

1. After run 2, identify the employees who used CV in OSPA through a Datamart query.
2. Look up in Workday using the Emergency Paid Sick Leave (CV) Detail report or agency specific leave request system to determine the reason for the CV leave. Only employees who have used CV for one of the following three reasons will need to be recalculated:
	1. Quarantine or isolation order
	2. Doctor advised quarantine
	3. Symptomatic and seeking diagnosis
	4. If not using Workday for leave requests payroll offices will need to get the reason from the employee’s manager or HR. Agencies will be responsible for the overpayment made to employees if the reason for CV does not meet one of the three reasons above.
3. Once those employees are identified, run a Datamart query to determine the following values
	1. All wages paid to the employee for the past 6 months and enter in Monthly Salary section of the CV Rate worksheet
	2. Regular hours/paid leave for the past 6 months and enter in the Monthly Hours section of the CV Rate worksheet
	3. D timesheet codes and enter in the Timesheet D code section of the CV Rate worksheet
		1. Examples of D codes include SDE, SDP
	4. D P050 codes value and enter in the P050 D Codes section of the CV Rate worksheet
		1. Examples of D P050 codes include
	5. The hours and value of any O timesheets codes used and enter them in the O code value and hours section of the CV Rate worksheet
		1. Examples of O hours include OT, OTM
	6. The hours and value of any B timesheets codes used and enter them in the B code value and hours section of the CV Rate worksheet
		1. Examples of B codes include HP, HPI, AST
	7. The value of any P codes used and enter them in the P Codes value section of the CV Rate worksheet
		1. Examples of P codes include HT, ONR, SB
	8. To determine what category a pay/leave code belongs it, use the PTB2 table, OT column
4. Enter the salary that was paid in the month CV was used and enter it in step 3 of the CV Rate worksheet under Salary for CV month.
5. For step 4, enter the number of CV hours used in the prior month
	1. Use the entry guide to either
		1. Enter a negative entry for the CV hours paid
		2. Enter a positive entry of the CV hours at the new hourly rate or
		3. Enter a lump sum for the difference in pay
	2. Payroll offices will need to do this for each month CV is used if all 80 hours are not used in April

For seasonal employees they do not have to start the 30 days of employment over. If they have worked at least 30 days during the last on-season period they will be eligible to take COVID related leave. To calculate the daily amount you must taking the following steps

1. First, you should calculate how many hours of leave your seasonal employee is entitled to take each day. Because your employee works an irregular schedule, this is equal to the average number of hours each day that he or she was scheduled to work over the period of employment, up to the last six months. Please note that you should exclude from this calculation off-season periods during which the employee did not work.
2. Second, you should calculate the seasonal employee’s regular hourly rate of pay. This is calculated by adding up all wages paid over the period of employment, up to the last six months, and then dividing that sum by the number of hours actually worked over the same period. Again, you should exclude off-season periods during which the employee did not work.
3. Third, you multiply the daily hours of leave (first calculation) by your employee’s regular hourly rate of pay (second calculation) to compute the base daily paid leave amount.
4. Fourth, you should determine the actual daily paid leave amount, which depends on the type of paid leave taken and the reason for such paid leave.