

## NEW RECORDING METHODS ON TIMESHEETS

Effective January 1, 2021,

### EMPLOYEE PLACED IN ISOLATION WITH COVID-19:

- Any employee who has contracted COVID-19 and placed in isolation by the Perry County Health Department is to notify County Auditor immediately and provide the effective date of isolation and release date.
- Isolated employee will receive up to a maximum of eighty (80) hours of paid time off while in isolation.
- Paid time will begin on the first regular day of work after being placed in isolation and shall continue for each regular work day until released from isolation, up to the maximum paid amount.
- Timesheet: enter # hours in Other Paid Time Off column D; enter Reason code "COVID" in column E.
- If time is extended longer than the 80 hours for isolation, employee needs to be placed on FMLA and use benefit time concurrent with FMLA if unable to work at home.

### EMPLOYEE PLACED IN QUARANTINE AND IS ABLE TO WORK FROM HOME OR WORK ALONE:

- Needs to immediately notify the County Auditor and provide effective date of quarantine and release date.
- Employee can be paid if able to work from home or work alone while quarantined.
- Timesheet: enter # hours in Other Paid Time Off column D; enter Reason code "HQ" in column E.

### EMPLOYEE PLACED IN QUARANTINE AND IS NOT ABLE TO WORK FROM HOME OR WORK ALONE:

- Needs to be placed on FMLA and should immediately notify the County Auditor and provide effective date of quarantine and release date.
- Use sick time, personal time, compensatory time, or vacation time concurrent with FMLA (as stated in handbook).
- On timesheet, record hours in applicable paid time off section (i.e. sick, personal, comp, vacation).
- Or if employee does not have any paid time off available, enter # hours in Other Paid Time Off column and enter Reason code "FMLA".

### EMPLOYEE WORKING FROM HOME (NOT IN ISOLATION AND NOT IN QUARANTINE):

- Timesheet: enter # hours in Actual Hours Worked column A followed by code "H".

### EMPLOYEE WORKING IN OFFICE:

- Timesheet: enter # hours in Actual Hours Worked column A as you have in the past.

(See examples of timesheet entries on next page)

**WORK RECORD FOR NON-EXEMPT PERSONNEL**

RETURN THIS FORM TO AUDITOR'S OFFICE BY:

**WORK WEEK 1: Begins** \_\_\_\_\_ **Ends** \_\_\_\_\_

DAY	A	B	C	D		E	F	G
	ACTUAL HOURS WORKED	VACATION HOURS USED	SICK LEAVE HOURS USED	OTHER PAID TIME OFF HOURS	REASON	COMPENSATORY HOURS USED	TOTAL HOURS IN PAY STATUS	
SUN								
MON				7	COVID			
TUE				7	HQ			
WED				7	FMLA			
THU	7 H							
FRI								
SAT								
TOTAL								

Monday is an example of employee who normally works 7 hours/day and is isolated with COVID.

Tuesday is an example of employee who is quarantined and is able to work from home or alone.

Wednesday is an example of employee who is quarantined, not able to work from home or alone, and does not have any paid time off.

Thursday is an example of employee who is not in isolation or quarantine but is working from home.