

COVID-19 Time Scenarios

Scenario	Time-Off Coding	
	Bargaining*	Non-Bargaining
Own illness, COVID-19 symptoms	CV19 (Excused-COVID19)	CV19 (Excused-COVID19)
<p>If an employee is experiencing symptoms of respiratory illness (fever of 100.4°F or higher or other symptoms indicative of COVID-19), employees should communicate with their supervisor through regular absence reporting. Validation through a positive COVID-19 test or a note from a healthcare provider will not be required.</p> <p>In addition, the employee must notify the Corporate Health and Safety group at corporatehealthandsafety@firstenergycorp.com or 888-888-9108.</p> <p>If an employee is able to work from home and feels well enough to do so in this situation, CV19 would not be applicable.</p>	<p>The CV19 pay code will apply from the first day of illness. Wait days will not apply to CV19 absences.</p> <p>Personal illness, other than COVID-19 like symptoms, follow the sick time procedures.</p>	<p>The CV19 pay code will apply from the first day of illness. Employees do not need to initiate a Short-term Disability case with Sedgwick.</p> <p>Personal illness, other than COVID-19 like symptoms, follow the Short-term Disability procedures.</p>
Quarantine, no COVID-19 symptoms	CV19 (Excused-COVID19)	CV19 (Excused-COVID19)
<p>If an employee is in a potential quarantine situation, they must contact the Corporate Health and Safety group at corporatehealthandsafety@firstenergycorp.com or 888-888-9108. Corporate Health and Safety will make a determination regarding quarantine status. While waiting for a response after contacting Corporate Health and Safety, that time should be coded as CV19. If a quarantine is approved and the employee is able to work, flexible work options should be explored with their supervisor. If such arrangements are not possible, then the employee will be provided pay using timecode CV19 during the approved quarantine absence.</p>		
Household member, confirmed or potential COVID-19	CV19 (Excused-COVID19)	CV19 (Excused-COVID19)
<p>If an employee has a household member who is potentially or is confirmed COVID-19, notify Corporate Health and Safety at corporatehealthandsafety@firstenergycorp.com or 888-888-9108. Corporate Health and Safety will make a determination regarding quarantine status. If approved and flexible work options are not available, the employee will be provided pay using timecode CV19 during the approved quarantine absence.</p>		
School closing or other family needs due to COVID-19	CV19 (Excused-COVID19)	CV19 (Excused-COVID19)
<p>Should be used as a last resort after all flexibility and job modification alternatives have been exhausted. If employees are unable to perform their job from home <i>and</i> have a qualifying reason (see Guidelines for Workplace Flexibility and Time-Off Due to COVID-19), they may take paid time-off (with supervisor approval) using timecode CV19 during the approved absence.</p>		

CV19 Time Code

The CV19 time code was available for use, effective 3/16/2020.

In the event that an employee is unable to use flexible work options for total number of hours in their schedule, this time code may be used to provide pay with supervisor approval.

*Bargaining employees should refer to their respective collective bargaining agreement and recently signed Memorandums of Agreement on this topic.