



COVID-19 Specific Time Codes



On March 4, 2020 the Los Angeles County Board of Supervisors declared a local state of emergency in response to increased spread of novel coronavirus (COVID-19) across the country and LA County. During the time period this emergency declaration is in place, the following time codes should be used by all employee impacted by COVID-19.

EMERGENCY TELEWORK PLACEMENT – Individuals who have been directed to telework as a result of facility closures or social distancing measures should utilize the applicable “Event” and “Rsn” time codes outlined below. Please note, these emergency telework time codes *only* apply to new arrangements resulting from COVID-19; regular teleworkers unaffected by COVID should maintain use of the [standard telework time codes](#).

EVENT	RSN	RSN DESCRIPTION - SHORT	RSN DESCRIPTION - LONG
099	TQ1	TW REMOTE OPER	Telework Remote Operations <i>To be used by employees who have been assigned to telework by management.</i>
099	TQ2	TW FAMILY CARE	Telework Care of Family Member <i>To be used by employees who are teleworking because they must care for a family member who is ill or is otherwise impacted by school or day care closure.</i>
099	TQ3	TW SELF ISOL	Telework Self-Imposed Isolation <i>To be used by employees who have opted to telework in order to self-quarantine due to COVID-19 concerns.</i>
099	TQ4	TW PHYS QUAR	Telework Quarantine by Physician <i>To be used by employees who have been directed by their healthcare provider to self-quarantine.</i>



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COVID-19 RELATED LEAVES – Individuals who elect to take leave time as a result of the COVID-19 emergency should utilize the applicable “Event” (such as Vacation, Sick, or Non-elective Leave) and “Reason” time codes outlined below.

RSN	RSN DESCRIPTION - SHORT	RSN DESCRIPTION - LONG
QSL	SELF QUAR	Quarantined related to self <i>To be used when an employee is taking leave due to required quarantine due to self-isolation or directive by a healthcare provider.</i>
QFM	FAMILY QUAR	Quarantined related to family member <i>To be used by an employee who is taking leave to care for a family member who has been diagnosed with or is monitoring for symptoms of COVID-19.</i>