

Time Management Leave Codes to assist with COVID-19 SAP time-related entries

This job aid helps time maintainers know which codes to use when, by employee group.

Quarantine Leave, including Quarantine Leave for those deemed high-risk

Record of Employment (ROE):

For employees who do not have access to paid quarantine leave, the team leader will need to request a ROE through MSS/ My Team > HR Forms > Employee RoE Request.

- Enter the employee id to bring up the form
- Enter the Last Day Paid
- Under Reason for Request select "Other" and add a note "employee in quarantine for Covid-19"

EMPLOYEE GROUP	REASON	CODE
Employees working from home during quarantine period	Quarantine Period, including Quarantine Leave for those deemed high-risk	You do not need to enter any codes in SAP as they will be considered "at work" during this period
CUPW- Urban indeterminate full-time and part-time employees (except temporary employees)	Paid Quarantine Period, including Quarantine Leave for those deemed high-risk	9200 – Special Leave and select "High Risk" for those on quarantine leave due to being > or = 70 yrs. or deemed high risk and "Quarantine" for all others.
RSMCs and PREs	Paid Quarantine Period, including Quarantine Leave for those deemed high-risk	800 – Other Leave and include "High Risk" for those on quarantine leave due to being > or = 70 yrs. or deemed high risk and "Quarantine" for all others.
APOC (excluding Terms < 6 months), PSAC (Including Terms) and Management Exempt (Including Terms)	Paid Quarantine Period, including Quarantine Leave for those deemed high-risk	9200 – Special Leave and select "High Risk" for those on quarantine leave due to being > or = 70 yrs. or deemed high risk and "Quarantine" for all others.
CPAA indeterminate full-time and part-time employees	Paid Quarantine Period, including Quarantine Leave for those deemed high-risk	9200 – Special Leave and select "High Risk" for those on quarantine leave due to being > or = 70 yrs. or deemed high risk and "Quarantine" for all others.
CPAA Terms with continuous employment > 6 months	Paid Quarantine Period, including Quarantine Leave for those deemed high-risk	9200 – Special Leave and select "High Risk" for those on quarantine leave due to being > or = 70 yrs. or deemed high risk and "Quarantine" for all others.

The following groups DO NOT have access to paid quarantine leave

EMPLOYEE GROUP	REASON	CODE
APOC Terms < 6 months	Use the following paid leave code, if time still available, alternatively an unpaid leave code is required Employee may qualify for Employment Insurance benefits	1st, 9901 – Personal Day - Urgent 2nd, 9050 – Sick Leave Unpaid
CPAA Terms without continuous employment < 6 months	Quarantine Period, including quarantine leave for those deemed high risk In addition: employee may qualify for Employment Insurance benefits	1st, 9810 – Personal Leave Paid* 2nd, 9815 – Personal Leave Unpaid 3rd, 9410 – LWOP – EE Requested for any scheduled hours
CUPW-Urban Temporary Employees (excluding Group 3)	Quarantine Period, including quarantine leave for those deemed high risk In addition: employee may qualify for Employment Insurance benefits	1st, 9810 – Personal Leave Paid* 2nd, 9815 – Personal Leave Unpaid 3rd, 9050 – Sick Leave Unpaid for any scheduled days of work
RSMC OCRE	Quarantine Period, including quarantine leave for those deemed high risk In addition: employee may qualify for Employment Insurance benefits	1st, 810 – Personal Leave Paid* 2nd, 815 – Personal Leave Unpaid 3rd, Remove schedule and no further coding required

* As per the Canada Labour Code, for employees with at least 3 consecutive months of continuous service

For terms, the Quarantine related Leave entries should not exceed the contract end date

Employees leaving the country after March 16, 2020 will not be eligible for Paid Quarantine leave and will have to use other leave available to them (including personal days, annual leave and leave without pay).

Refer to the applicable job aids for further instructions on how to enter the code:

Job aid for entering leave for CUPW / APOC / PSAC / MGT employees

Job aid for entering leave for CPAA-represented employees