

Office Memorandum

Date: March 27, 2020
To: Agency Payroll, HR, and Accounting Staff
From: Mary Muellner, Director, Statewide Payroll Services
Subject: **New Earnings Codes for Paid Leave Relating to COVID-19**

Two payroll earnings codes, **CVD – COVID-19 Paid Leave** and **FMD – FMLA-COVID19 Paid Leave**, have been established for employees to track time when they are using paid COVID-19 leave as described in [HR/LR Policy 1440](#).

- Earnings codes are available beginning March 18, 2020.
- Unlike other earnings codes for paid leave, the two new earnings codes will not accrue leave.
- The **FMD** earnings code should be used to track time for employees who are sick, or caring for a dependent who is sick, and are approved under FMLA qualifying leave.

NOTE:

- **CVD** and **FMD** are paid leave earnings codes; but will not accrue sick or vacation leave. For example, if an employee uses CVD rather than SIK or VAC for conditions covered by COVID-19 leave, then this will mean they will be paid for all hours within a pay period; but they will only accrue leave on the earnings codes that accrue leave. This will result in a proration of SIK and VAC leave accruals during pay periods when CVD or FMD is utilized.
- Hours coded to the **FMD** code will be deducted from the employee's available FMLA balance.

Questions?

Agency HR, Payroll and Accounting staff should contact Jody Dahl in Statewide Payroll Services at 651-201-8206 or jody.dahl@state.mn.us with questions.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF