



EXAMPLE:

ce10 - COMP EARNED X 1.0  
ce15 - COMP EARNED X 1.5  
covid - covid SICK  
cu - COMP USED  
fh - FLOATING HOLIDAY  
fl - FUNERAL LEAVE  
h - HOLIDAY  
jd - JURY DUTY  
mil - MILITARY LEAVE  
pand1 - SICK (max 511 PER DAY)  
pand4 - covid 19 federal SICK  
pand5 - covid 19 federal SICK  
**r - REGULAR**  
s - SICK  
swa - SICK - WA PART-TIME  
v - VACATION

**FFCRA hour types:**

**pand1 = for options 1, 2, or 3 (full pay, max \$511/day, max 80 hours)**

**pand4 = for options 4 & 6 (2/3 pay, max \$200/day, max 80 hours)**

**pand5 = for option 5 (2/3 pay, max \$200/day, max 12 weeks add'l)**

If you use any of the 2/3 pay options you have to make a decision if you want to only receive 2/3 pay. If you want to “top off” the time and receive a full paycheck you will need to either:

- Use other accrued leave (i.e. sick, floating holiday, or vacation) to make up the difference.
- If performing authorized business related work from home, their “regular hours worked” can be used to make up any difference.

**To “top off” 2/3 pay using either option above:**

Use hour types r, v, s, fh, comp (may be used in any order) = for options 4, 5, or 6