



Time Coding Job Aid During Short-Term Disability and Paid Family Leave

Utility Management, Administrative & Technical and ESC-represented Employees



Purpose

This job aid is only applicable for **Management, A&T and ESC-Represented** employees, their supervisors and timekeepers to provide guidance on how to record time during a medical, family care or bonding with a new child leave of absence.



Employee Self-Service Time Entry

If your employee normally records their own time and you are recording absences for them while they are on leave, please refer to [this helpful job aid](#) from Payroll.



Guidelines

1. Sick time is the default timecoding when an employee is out for their own medical condition. See the Short-Term Disability (STD) or non-STD Medical leave sections for details when an employee can opt out of this default.
 - o In the case where the employee has the option to request not to use sick time, absences will still need to be recorded to avoid overpayments.
2. **If time is not submitted accurately and in a timely manner with payroll close dates in mind, it may result in overpayment or underpayment of wages or benefits and may provide additional time off the employee is not entitled to under these provisions.**
3. Employees cannot use paid time (sick, vacation, etc.) on an intermittent or reduced schedule basis while on a continuous leave of absence.
4. See [calendar](#) for payroll close dates.
5. One to two business days **before** the employee's return from a leave (pending, approved OR denied), a Return from Leave PCR will need to be completed by the employee's supervisor (or their delegate) before working/paid time can be coded again. This can only be done through About Me > My Staff by the supervisor or their delegate.

Short-Term Disability (STD) / Medical Leaves of Absence and Voluntary Plan – Employee's Own Medical Condition and Pregnancy Leaves



Effective February 1, 2020, employees have the option to choose not to use their capped sick time when they are taking a continuous leave of absence (lasting 7 consecutive days or more) for their own medical condition, where the leave of absence is covered by Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), or Pregnancy Disability Leave (PDL), **and** the leave of absence is also eligible for Voluntary Plan Disability Insurance (VPDI) wage replacement benefits. Please see page 4 if you have opted out of the Voluntary Plan and are covered under the State Disability Plan and Paid Family Leave.

Employees will be required to make their election with Sedgwick within 7 calendar days from the date of first absence or 7 calendar days from the date the absence was reported. ALL elections will be on a moving forward basis. Retro changes will only be allowed if the employee was incapacitated and could not make the election themselves (i.e. employee in a medical coma).

The employee's leader will receive a confirming e-mail from Sedgwick with dates and instructions about this election. Until this e-mail is received, capped sick time should be used. If there is an affirmative request to not use capped sick time, absences will still need to be recorded, using an unpaid absence code, to avoid overpayments.



Employees covered under PG&E's STD Policy and/or the Voluntary Plan:

During the **first seven calendar days** of a **continuous STD/medical leave of absence** (waiting period for disability benefits):

Under certain circumstances, the waiting period may be waived as notified by Sedgwick.



Time codes used DURING the disability waiting period:

2009 = Incidental Sick	2008 = Capped Sick	
2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2040 = STD Pending	2041 = STD Approved	2042 = STD Denied

Time coding rules during the waiting period only: Capped sick time (2008) **must** be used first, unless the employee already requested to use Incidental Sick time (2009).

- If the employee does not have enough Capped Sick time available, then Incidental Sick Time **will** be used during any remaining portion of the waiting period.
- If no capped or incidental sick time is available, Vacation (2001), Floating Holiday (2002) and Paid Holiday (2006) may be utilized or the employee can be unpaid (2040).
- Incidental Sick time can only be used during the waiting period (if requested).

Beginning the eighth day of continuous STD/medical leave of absence:



Time codes used AFTER the disability waiting period (or if the waiting period is waived):

2008 = Capped Sick	2040 = STD Pending
2041 = STD Approved	2042 = STD Denied

Time coding rules during the medical leave of absence/STD:

1. **The default is to record ALL available capped sick time unless the employee affirmatively requests otherwise.**
2. **Confirm the election of capped sick time with Sedgwick.** Once the election is made, the employee's leader will receive an e-mail from Sedgwick with the details. Use the information in the e-mail to guide time entries. If no e-mail is received, continue to record capped sick time, if available. If the employee does not have capped sick time, use one of the STD absence codes above.
3. **Record absences:**
 - If the employee will continue to use capped sick time, record absences using the **Capped Sick** code (2008) for the time period specified by Sedgwick.
 - If the employee elected **not** to use capped sick time, the specified period of capped sick time ended or capped sick time has exhausted and the employee remains off work, use the following time codes:
 - **Pending STD:** If/when the employee **has applied for** STD or VPDI benefits, but the leave has not yet been approved/denied. Record the employee's time as STD Pending (2040).
 - **Approved STD:** If/when the STD or VPDI and medical leave has been **approved**, record the employee's time as STD Approved (2041) through the approved end date.
 - **Denied STD:** If/when the STD or VPDI and medical leave has been **denied**, record the employee's time as STD Denied (2042) through the end date.
 - **If there is still capped sick time remaining after the denial decision has been determined, then record time as STD Denied from the receipt date of the denial decision through the end date or return to work date.**

Note: Sedgwick will email claim status updates to Supervisors throughout the leave duration. If the claim is approved, Sedgwick sends the Advice to Pay (ATP) file to PG&E Payroll to issue STD and VPDI payments in the regular pay period.



Intermittent Medical Leaves—Employee’s Own Medical Condition and Pregnancy

Time codes:



2009 = Incidental Sick	2008 = Capped Sick	
2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2036 = LOA Pending	2023 = LOA Approved	2037 = LOA Denied

Time coding rules for Intermittent Medical Leaves that are NOT also covered under the STD Policy or FMLA, CFRA, or PDL AND VPDI benefits:

- Incidental sick time (2008) **must** be used first. If the employee does not have enough incidental sick time available, then capped sick time can be used.
- Once Incidental has been exhausted, Vacation (2001), Floating Holiday (2002) and Company Holiday (2006) may be used with supervisor approval.
- Unpaid absences must be coded as LOA Approved Unpaid (2023), LOA Pending (2036), or LOA Denied (2037).

Paid Family Leave (PFL) / Family Care Leaves of Absence – Child Bonding and Care of a Family Member Leaves

Employees covered under the Voluntary Plan and PG&E’s PFL Policy:

Time codes:

2044 = PFL Pending	2043 = PFL Approved	2045 = PFL Denied
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Time coding rules during Paid Family Leave for Continuous and Intermittent cases:

- **Pending PFL:** The employee has applied for PFL benefits, but has not yet been approved/denied. Record the employee’s time as PFL Pending (2044).
- **Approved PFL:** PFL has been **approved**. Record absences as PFL Approved (2043) through the approved end date.
- **Denied PFL:** PFL has been **denied**. Record absences as PFL Denied (2045) through the end date.

Note: Sedgwick will email claim status updates to Supervisors throughout the leave duration. If the claim is approved, Sedgwick sends the Advice to Pay (ATP) file to PG&E Payroll to issue PFL and VPFL payments in the regular pay period.

Bonding and Family Care Leaves—After PFL benefits end:

Time codes:

2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2036 = LOA Pending	2023 = LOA Approved	2037 = LOA Denied

Time coding rules AFTER 8 weeks of PFL ends/exhausts and bonding or family care leave continues:

- **Pending LOA:** Leave has not yet been approved/denied. Record absences using 2036.
- **Approved LOA:** Leave has been **approved**. Record absences using 2023.
- **Denied LOA:** Leave has been **denied**. Record absences using 2037.
- If the employee requests and the supervisor approves the use Vacation, Floating Holiday or Company Holiday after a continuous bonding or continuous care of family member leave ends, a Return From



Leave action must be completed effective the first day of paid time and the employee must physically return to work following the last paid day of Vacation, Floating Holiday or In-Lieu Holiday.

Employees who have Opted Out of the Voluntary Plan



Continuous Medical Leave (including Pregnancy Leave):

Effective February 1, 2020, employees have the option to choose not to use their capped sick time when they are taking a continuous leave of absence (lasting 7 consecutive days or more) for their own medical condition, where the leave of absence is covered by FMLA, CFRA, or PDL, **and** the leave of absence is also eligible for SDI wage replacement benefits.

Employees will be required to make their election with Sedgwick within 7 calendar days from the date of first absence or 7 calendar days from the date the absence was reported. ALL elections will be on a moving forward basis. Retro changes will only be allowed if the employee was incapacitated and could not make the election themselves (i.e. employee in a medical coma).

The employee's leader will receive a confirming e-mail from Sedgwick with dates and instructions about this election. Until this e-mail is received, capped sick time should be used. If there is an affirmative request to not use capped sick time, absences will still need to be recorded, using an unpaid absence code, to avoid overpayments.

During the first seven calendar days of a continuous medical leave of absence:

Time codes used DURING the disability waiting period:



2009 = Incidental Sick	2008 = Capped Sick	
2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2036 = LOA Pending	2023 = LOA Approved	2037 = LOA Denied

Time coding rules during the waiting period only: Capped sick time (2008) **must** be used first, unless the employee already requested to use Incidental Sick time (2009).

- If the employee does not have enough Capped Sick time available, then Incidental Sick Time **will** be used during any remaining portion of the waiting period.
- If no capped or incidental sick time is available, Vacation (2001), Floating Holiday (2002) and Paid Holiday (2006) may be utilized or the employee can be unpaid (2040).
- Incidental Sick time can only be used during the waiting period (if requested).

Beginning the eighth day of continuous medical leave of absence:

Time codes used AFTER the disability waiting period (or if the waiting period is waived):

2008 = Capped Sick	2036 = LOA Pending
2023 = LOA Approved	2037 = LOA Denied

Time coding rules during the medical leave of absence:

1. **The default is to record ALL available capped sick time unless the employee affirmatively requests otherwise.**
2. **Confirm the election of capped sick time with Sedgwick.** Once the election is made, the employee's leader will receive an e-mail from Sedgwick with the details. If no e-mail is received, continue to record capped sick time, if available. If the employee does not have capped sick time, use one of the LOA absence codes above.
3. **Record absences:**
 - If the employee will continue to use capped sick time, record absences using the **Capped Sick** code (2008) for the time period specified by Sedgwick.
 - If the employee elected **not** to use capped sick time, the specified period of capped sick time ended or capped sick time has exhausted and the employee remains off work, use the following time codes:



- Once the employee is unpaid and if the absence is pending approval, then use the LOA Pending code (2036). After the leave is approved please use the LOA Approved code (2023). If the leave is denied, please change the pending absences to the LOA Denied code (2037). A Start Leave PCR will be completed by Sedgwick for absences greater than 10 work days. Supervisors will receive notification of leave status through Sedgwick.
- *If there is still capped sick time remaining after the denial decision has been determined, then record time as LOA Denied from the receipt date of the denial decision through the end date or return to work date.*



Intermittent Medical Leaves—Employee's Own Medical Condition and Pregnancy

Time codes:

2009 = Incidental Sick	2008 = Capped Sick	
2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2036 = LOA Pending	2023 = LOA Approved	2037 = LOA Denied

Time coding rules for Intermittent Medical Leaves that are NOT also covered under FMLA, CFRA, or PDL AND SDI benefits:

- Incidental Sick time (2009) **must** be used first.
- Once sick time has been exhausted, Vacation (2001), Floating Holiday (2002) and Company Holiday (2006) may be used with supervisor approval.
- Unpaid absences must be coded as LOA Approved Unpaid (2023), LOA Pending (2036), or LOA Denied (2037).



Bonding and Family Care Leaves:

Time codes:

2030 = Incidental Sick Family		
2001 = Vacation Pay	2002 = Floating Holiday	2006 = Paid Holiday (in lieu of days)
2036 = LOA Pending	2023 = LOA Approved	2037 = LOA Denied

Leave to Bond with a New Child

- The employee can use up to 80 hours of Family Sick/Sick Relative (if available) immediately following the birth of the baby if the non-birth parent is also providing care for the mother, who is an eligible family member.
- The employee may also request to use Vacation or Floating Holiday with supervisor approval. Once the employee is unpaid and if the absence is pending approval, then use the LOA Pending code (2036). After the leave is approved please use the LOA Approved code (2023).
- If the leave is denied, please change the pending absences to the LOA Denied code (2037). A Start Leave PCR will be completed by Sedgwick for absences greater than 10 unpaid work days. Supervisors will receive notification of leave status through Sedgwick

Leave to Care for a Family Member

- If the employee has not applied for California Paid Family Leave benefits through the EDD and/or the absence is not protected under the California Family Rights Act, then the employee must exhaust all available Family Sick/Sick Relative.
- The employee may also request to use Vacation or Floating Holiday with supervisor approval after using Sick Relative.



- Paid time must be used at the beginning of the leave.

Questions? Email PGELeaveTeam@pge.com

