




Corrections and Community Supervision

ANDREW M. CUOMO
Governor

ANTHONY J. ANNUCCI
Acting Commissioner

MEMORANDUM

TO: All Superintendents
All Regional Directors
All Division Heads
All Personnel/Timekeeping Staff

FROM: Kelly Ahearn, Director of Personnel 

SUBJECT: LATS/Attendance & Leave Guidance for COVID-19 Reported Absences

DATE: March 24, 2020

As a result of the public health emergency associated with the COVID-19 virus, DOCCS employees deemed non-essential for the period of **March 16, 2020, through March 30, 2020**, do not have to report to duty and are excused from charging their absence to leave accruals. Superintendents, Regional Directors and Division Heads continue to have the flexibility to designate a previously identified non-essential employee essential as is necessary for operations.

For staff who meet the criteria, a leave code has been created in LATS to post during this period.

- The code is under the NO CHARGE category: **X19 – State of Emergency**

A separate NO CHARGE leave code has also been created in LATS for any staff who have been placed in *documented* “Mandatory” or “Precautionary” Quarantine directly by the New York State Department of Health (DOH) or local health department (HD). This code also applies to staff who been reported to the DOH by DOCCS Central Office Infectious Control Unit, as an employee identified for quarantine as a result of a contact trace conducted within DOCCS.

This code will be regulated by Central Office to ensure that appropriate documentation and/or verification is received. Central Office and Community Supervision staff shall email Associate Director Debbie Wells at Debbie.Wells@doccs.ny.gov and facility timekeepers shall email Associate Director Brenda Cameron at Brenda.Cameron@doccs.ny.gov with the name of the employee, dates quarantined, and supporting documentation attached.

For any employee who fails to provide documentation from the DOH or local HD verifying a period of reported mandatory or precautionary quarantine, or where quarantine associated with a DOCCS contract trace cannot be verified, this code shall not be used, and appropriate leave accruals must be charged. If supporting documentation is later provided, adjustments may be made.

Additional Attendance & Leave Guidance associated with period beginning March 16, 2020:

- Unless under DOH or local HD quarantine order, all employees who are absent from work due to reported symptoms that are similar to influenza (including cough, fever and trouble breathing); as a result of a

similar illness associated with a family member; and/or are absent awaiting COVID-19 test results, must utilize available sick leave accruals, or alternate accruals, as appropriate.

- Employees who have reported an unscheduled absence or have been pre-approved leave from work due to childcare issues resulting from school closures, must charge alternate leave accruals.
- Employees currently deemed non-essential that have been on extended personal sick leave/workers compensation leave, who have not been cleared for duty, will remain in their current payroll/leave status, if they remain eligible.
- Employees who had pre-approved time-off for vacation, personal leave, should be posted as charging such accrual for the period noted on their approved time-off request.
- Rules pertaining to medical documentation under Directive 2202 remain in effect. DOCCS reserves the right to require an employee provide medical documentation clearing them for duty and/or provide documentation from the health department for mandatory or precautionary quarantine (both specific to the employee only, not their family member), as applicable, before permitting staff to return.

Please be advised that this direction may be extended or revised, as necessary.

Central Office & Community Supervision staff who have questions specific to LATS, please email Donna Claydon at Donna.Claydon@doccs.ny.gov .

Facility timekeepers who have questions specific to LATS, please email the LATS mailbox at Doccs.sm.LATS@doccs.ny.gov .