



State of Alaska

COVID-19: Leave and Telework Tracking Instructions

A. Purpose

On March 11, 2020, Governor Mike Dunleavy issued Administrative Order #315 and declared a State of Emergency in the state of Alaska as a result of the outbreak of COVID-19. The outbreak of COVID-19 throughout the world is a public disaster that significantly impacts the life and health of our people, the economy of Alaska, property and the public peace. The following instructions indicate how state employees, supervisors, and managers will track use of leave and telework agreements in response to the COVID-19 pandemic.

B. Leave Tracking

Employees, supervisors and managers must track leave taken in response to the COVID-19 pandemic. The leave usage reported must include an LDP Override Code and report the usage as follow:

1. Employees who are on administrative leave in accordance with the COVID-19 Leave Policy shall use **code 19ND** on their timesheets and leave slips
2. Employees who are on paid leave in accordance with the COVID-19 Leave Policy and utilizing accrued Personal Leave (or other available leave, e.g. flex, comp) shall use the standard leave code on their timesheets and leave slips.
3. Questions regarding how to fill out timesheets, leave slips, or which code to use should be directed to Admin Staff, Payroll, or HR
4. Instructions will be updated as needed

Type of Leave	Code
Administrative Leave for COVID-19	19ND*
Personal/Other Leave for COVID-19	Standard Leave Codes*

*Note: This must be accompanied by the appropriate LDP Override code.

C. Telework Tracking

Employees, supervisors and managers must track telework that occurs in response to the COVID-19 pandemic and report the usage as follow:

1. Employees who are teleworking/telecommuting in accordance with the COVID-19 Leave Policy shall follow the Telecommuting policy: <http://doa.alaska.gov/dop/>.
2. Supervisors who approve telework arrangements as a result of COVID-19 shall report all such arrangements to their respective HR office immediately upon approval.
3. HR Managers will report all approved telework arrangements as a result of COVID-19 to the Division of Personnel & Labor Relations, Department of Administration through the approved telework tracking template.
4. HR Managers will submit an updated telework tracking template once a week to the following email address: doa.dop.telework.drp@alaska.gov.
5. Questions regarding telework tracking should be directed to HR.
6. Instructions will be updated as needed.