



Douglas A. Ducey  
GOVERNOR

## STATE OF ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

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Major General Michael T. McGuire  
THE ADJUTANT GENERAL

17 May 2021

### MEMORANDUM FOR ALL AZNG FEDERAL EMPLOYEES

FROM: NGAZ-HRO

5636 E. McDowell Rd Bldg #M5710  
Phoenix, AZ 85008-4800

SUBJECT: COVID Leave Options

1. The American Rescue Plan Act of 2021 provides a new category of paid time off, available March 11 - September 30, 2021, for Federal employees affected by COVID-19. This new Act applies only to employees who make \$2,800 bi-weekly (\$72,800 annually) or less. Employees whose salary exceeds this bi-weekly limit are ineligible for this benefit. This benefit provides full-time employees with 600 hours of paid time-off if the employee is unable to work because they are:

- (1) subject to a Federal, State, or local quarantine or isolation order related to COVID;
- (2) have been advised by a health care provider to self-quarantine due to concerns related to COVID;
- (3) are caring for an individual who is subject to such an order or has been so advised;
- (4) are experiencing symptoms of COVID and seeking a medical diagnosis;
- (5) are caring for a child if the school or place of care of the child has been closed, if the school of such child requires or makes optional a virtual learning instruction model or requires or makes optional a hybrid of in-person and virtual learning instruction models, or the child care provider of is unavailable, due to COVID precautions;
- (6) are experiencing any other substantially similar condition;
- (7) are caring for a family member with a mental or physical disability or who is 55 years of age or older and incapable of self-care, without regard to whether another individual other than the employee is available to care for such family member, if the place of care for such family member is closed or the direct care provider is unavailable due to COVID; or
- (8) are obtaining immunization related to COVID or is recovering from any injury, disability, illness, or condition related to such immunization.

2. This leave may not be used with other paid leave and will reduce the total service used to calculate any Federal civilian retirement benefit.

3. OPM is still working on the guidance and there is not yet an ATAAPS code for this leave, in the interim, employees should use leave code "LV" to record qualifying circumstances identified in the American Rescue Plan Act 2021. Employees considering time-off under this provision should contact Mr. Cristian Acosta, HRO-Benefits, at 620-267-2057 or [Cristian.acosta@us.af.mil](mailto:Cristian.acosta@us.af.mil).

4. Executive Order the Undersecretary of Defense for Personnel and Readiness authorizes agencies to grant administrative leave to receive COVID-19 vaccinations and recovery, if applicable, in order to

safeguard the DoD civilian workforce and to limit the spread of COVID-19. The maximum authorization of hours per vaccination event is 4 hours and up to two days for vaccination related recovery per dose.

5. Employees should use leave code 'LN' with the environmental/hazard/other code 'PF' to record administrative leave for COVID-19 vaccinations and recovery. Please contact Mr. Cristian Acosta, HRO-Benefits, at 620-267-2057 or [Cristian.acosta@us.af.mil](mailto:Cristian.acosta@us.af.mil) if you have questions.

PATRICK J. MCDONNELL, Colonel, AZNG  
Human Resources Officer

Attachments:

1. DCPAS Message Admin Leave for COVID-19 Vaccinations
2. NG Employee Medical Testing and Vaccinations (TCP 2021-001)
3. Guidance on COVID-19 Emergency Paid Leave
4. COVID-19 EPL Leave Request Form
5. COVID-19 EPL Employee Agreement
6. COVID-19 EPL Questions and Answers
7. COVID-19 EPL DCPAS Interim Guidance