

## ISU COVID-19 SICK TIME OFF OPTIONS

- **ISU COVID-19 Sick Time Off** (effective 1/1/2021): Up to 80 hours of paid time off for regular employees (prorated for part-time employees)
  - This is a new time off bank that will be loaded on the employee's behalf and allows paid time off for COVID-related reasons including illness, isolation, and/or quarantine for yourself and family members.
  - You may be required to provide additional documentation to support the usage of this time off.
  
- **ISU COVID-19 Sick Time Off for Hourly Students/Temporary/Seasonal Employees** (effective 1/1/2021): Up to 20 hours of paid time off
  - This is a new time off bank that will be loaded on an individual basis should the employee be unable to work their scheduled hours due to testing positive or needing to isolate/quarantine. This time off provides up to 20 hours of paid time off.
  - You may be required to provide documentation to support the usage of this time off.
  
- **Sick Time Off with Reason Code – School/Child Care** (effective 1/1/2021): Up to 80 hours of paid time off (prorated for part-time employees)
  - Note that this is a not a separate bank of time off but rather already accrued sick time off that allows you to have paid time off for the reason of school/child care disruptions/closures due to COVID-19.
  - Any sick time off with the reason of school/child care utilized between 9/1/2020-12/31/2020 does not count toward the 80 hours (prorated for part-time employees) available beginning 1/1/2021 (i.e., an employee could have utilized between 0-80 sick time off hours with the reason of school/child care between 9/1/2020-12/31/2020 and still be able to utilize 80 additional sick time off hours with the reason school/child care beginning 1/1/2021.)
  - Your sick time off balance cannot go below zero or negative.
  - You may be required to provide documentation to support the usage of this time off. Examples include an email communication from a childcare provider or school district or calendar to indicate dates the time off may be needed.
  
- **Vacation**
  
- **Unpaid Time Off**

***Note: Some time offs may not apply to critical infrastructure workers as identified by ISU Senior Leadership.***

Please see [COVID-19 Time Off and Leave Information](#) for additional resources and connect with HR Delivery or your supervisor regarding your options.