

Date: December 18, 2020  
To: Iowa State employees  
From: Kristi Darr, Vice President for University Human Resources  
Subject: COVID-19 Sick Time Off and Leave Options

**Federal COVID-19 Time Off and Leave Program Expiring**

The Families First Coronavirus Response Act (FFCRA) will expire on December 31, 2020. The FFCRA was enacted earlier this year to provide eligible employees with additional time off and leave options for reasons related to COVID-19. In response to the expiring federal program, Iowa State University is making available new COVID-19 sick time off options for employees, beginning January 1, 2021. Please note these options may be subject to change should new information be provided by federal or state government or the Board of Regents. ISU will continue to monitor closely and communicate accordingly.

**New ISU COVID-19 Sick Time Off Options Effective January 1, 2021**

- **ISU COVID-19 Sick Time Off:** Up to 80 hours of paid time off (prorated for part-time employees).
  - This is a new bank of paid time off to be used for COVID-19 related reasons such as illness, isolation, and quarantine for yourself or for a family member.
- **Sick Time Off – School/Child Care:** Up to 80 hours of paid time off (prorated for part-time employees).
  - This is not a separate bank of time off. This option allows you to use already-accrued sick time off for the reason of school and child care disruptions or closures due to COVID-19.
  - Any sick time off used for school/child care between Sept. 1 – Dec. 31, 2020, will not count against the up to 80 hours available beginning Jan. 1, 2021 (prorated for part-time employees)
- **Hourly Student Employees/Temporary Employees/Seasonal Employees:** 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 illness, isolation, and/or quarantine related to COVID-19.
  - A separate communication will be sent to active student employees to make them aware that they may be eligible for paid sick time off related to COVID-19.

### **Effective Dates**

These COVID-19 sick time off options are effective on January 1, 2021, and are able to be used through June 30, 2021, or when a new federal program is enacted, or when the state of Iowa is no longer under a state of emergency.

### **Additional Time Off and Leave Options**

Employees will continue to be able to use their accrued sick and vacation time off balances as needed for absences related to COVID-19. If eligible, employees may utilize available Family Medical Leave (FMLA) for their own, or their family member's, serious illness. In some situations, employees may need to utilize unpaid time off for absences related to COVID-19 if all other forms of paid time off has been exhausted. Please note that some time off and leave options may not apply to critical infrastructure workers as identified by ISU senior leadership.

### **More Information**

Employees and supervisors are encouraged to work with their HR Delivery team to discuss any questions related to available options for absences related to COVID-19. You may also visit the [UHR COVID-19 website](#) for additional employee information and the most up to date resources regarding COVID-19.