ISU COVID-19 Sick Time Off 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.

This time off type is effective January 1, 2021 through June 30, 2021.

Faculty and staff have up to 80 hours of paid time off (prorated for part-time employees).

This job aid provides step-by-step instructions on how to submit this type of time off.
1. Navigate to the Absence Application

*The employee’s manager, Timekeeper, JM Support, and HR/Absence Coordinator can initiate a Time Off request on behalf of an employee. Navigate to the Worker’s Absence Calendar and then follow this guide beginning with #3. To get to the Absence Calendar: Navigate to the Worker’s Profile > Select Actions (under employee’s name) > Hover over Time and Leave > Select Enter Absence.

2. Initiate Request Absence
3. Request ISU COVID-19 Sick Time Off
   a. Select the date(s) on the Absence Calendar that you plan to be absent from work

   **NOTE:** 1/1/2021 is the first day the ISU COVID-19 Sick Time Off can be utilized.

   b. Click the orange Request Absence button in lower left-hand corner

   c. Select **ISU COVID-19 Sick Time Off**

   d. Click Next
4. Select Reason Code
   a. Select the applicable reason
   b. Press the orange Submit button in the lower left-hand corner
   c. The time off request will flow to your Manager for approval