

Visit <https://www.hr.iastate.edu/covid-19> for more information on COVID time off and leave.

COVID-19 Sick Time Off and Leave Employee Resource

I'm an employee who is:	What time off/leave type applies?	Possible Options After COVID-19 Sick Time Off (Self or Family) has been exhausted:
Sick with COVID-19 (or COVID-19 symptoms)	FMLA may apply Use COVID-19 Sick Time Off (Self)	<ul style="list-style-type: none"> Utilize sick time off until exhausted or the reason for leave resolves (for self) Utilize emergency time off until exhausted or the reason for leave resolves (for family) Utilize vacation/vacation credit Utilize compensatory (comp) time for nonexempt employees approved and accrued Submit unpaid time off request for absences less than 2 weeks in duration Submit leave without pay request for absences greater than 2 weeks in duration
Directed to quarantine or isolate (no symptoms or mild symptoms)	Work remotely if possible If not possible, use COVID-19 Sick Time Off (Self)	
Required to care for a family member: <input type="checkbox"/> a sick family member or <input type="checkbox"/> child whose school or care is closed in a public health emergency	Work remotely if possible If not possible, use COVID-19 Sick Time Off (Family) *Paid at 2/3 the regular rate, up to a max. \$200 daily FMLA (intermittent or continuous) may apply if your child's school is closed	

Family and Medical Leave Act (FMLA)

If you meet the eligibility criteria for FMLA (you have worked 12 months for the university and have worked 1,250 hours in the preceding 12 months) and have an FMLA-qualifying medical condition or event, FMLA will apply. To request FMLA follow the steps in the [FMLA Quick Reference Guide](#).

The Families First Coronavirus Response Act (FFCRA or Act) that is effective April 1, 2020 – December 31, 2020 expands FMLA only for

circumstances in which an employee is **unable to work or telework** due to the need to care for a minor child if the child's school has been closed or child care is unavailable due to a public health emergency. An employee who has been working for ISU for at least 30 calendar days would be eligible for FMLA **for this qualifying circumstance only**. To request COVID-19 FMLA follow the steps in the [COVID-19 FMLA Job Aid](#).