COVID-19 Sick Time Off and Leave Flowchart

Iowa State University
University Human Resources

**COVID-19 Sick Time Off (Self)**
1. Subject to a federal, state or local quarantine or isolation order related to COVID-19;
2. Advised by a health care provider to self-quarantine due to COVID-19 concerns;
3. Experiencing COVID-19 symptoms and is seeking medical diagnosis

**COVID-19 Sick Time Off (Family)**
4. Caring for an individual subject to a federal, state or local quarantine or isolation order or has been advised by a health care provider to self-quarantine due to COVID-19 concerns;
5. Caring for the employee’s child if the school or place of care is closed (or child care provider is unavailable) for COVID-19 reasons;
6. Experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

**COVID-19 FMLA Leave**
- 12 weeks of job-protected paid FMLA leave will be available for this FMLA instance. The first 10 days may be unpaid or employees may use accrued time off (COVID-19 sick time off, vacation, sick, emergency, comp time). After 10 days, the remaining leave will be at 2/3 of the employee’s regular rate of pay, up to a maximum of $200 daily, for the number of hours the employee would otherwise be scheduled to work.

Medically At Risk = The CDC definition of individuals who are at higher risk for severe illness from COVID-19 is available at:

---

START

Are you ill with COVID-19 symptoms or medically at risk?

- Yes
  - Partially telework, from home or supervisor approval
  - For Remaining Hours

- No
  - Can work duties be completed from home?
    - Yes
      - Partially telework from home w/ supervisor approval
    - No
      - Telework from home w/ supervisor approval

Telework from home w/ supervisor approval

- Partial
  - Use COVID-19 Sick Time Off (Self)
    - until time off is exhausted or the reason for COVID-19 sick time off resolves. Paid at full rate up to $511 daily for a maximum of 2 weeks.

- For Remaining Hours

Use BIU sick time off accruals until leave is exhausted or the reason for time off resolves.

Use BIU emergency leave accruals until leave is exhausted or the reason for leave resolves.

For nonexempt employees approved to accrue compensatory (comp) time ONLY, they may optionally use comp time off accruals until leave is exhausted or the reason for leave resolves.

If accruals are exhausted, use unpaid time off / leave without pay until the reason for leave resolves.

Contact timeandabsence@iastate.edu one week prior to exhausting all time off.

---

For Remaining

Use COVID-19 Sick Time Off (Family)

- until time off is exhausted or the reason for leave resolves. Paid at 2/3 of regular up to $200 daily for a maximum of 2 weeks.

- For Remaining Hours

Use COVID-19 FMLA Leave

- until leave is exhausted or the reason for leave resolves. Paid at 2/3 of regular up to $200 daily for a maximum of 10 weeks.

---

For Remaining

Report to work as scheduled.

---

The maximum combined benefit of COVID-19 Sick Time Off is 2 weeks. The combined total of COVID-19 Sick Time Off (Self) and COVID-19 Sick Time Off (Family) must not exceed this 2 week maximum.

March 30, 2020
https://web.iastate.edu/safety/updates/covid19