

The Families First Coronavirus Response Act (FFCRA or Act) effective April 1, 2020 – December 31, 2020 requires certain employers to provide employees with paid time off. Below are specifics related to COVID-19 Sick Time Off:

- COVID-19 Sick Time Offs are not retroactive; employees can only request COVID-19 Sick Time Offs from April 1, 2020 and forward
- Employees may qualify for up to 10 days of paid COVID-19 Sick Time Off (pro-rated for part time employees) **if they are unable to work or telework** because of 6 specific COVID-related reasons
- Depending on the reason for time off, COVID-19 Sick Time Off may be paid at the employee's full rate of pay (up to a maximum of \$511 per day) or at 2/3 the regular rate (up to a maximum of \$200 per day)

There are two types of COVID-19 Sick Time Offs – COVID-19 Sick Time Off (Family) and COVID-19 Sick Time Off (Self) – it's important the right type is selected for accurate pay and reason.

Employees may qualify for COVID-19 Sick Time Off **if they are unable to work or telework** because of the following reasons:

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

**Qualifying reasons 1 –3 are paid at employee's full pay, up to a maximum of \$511 daily*

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; or
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.

**Qualifying reasons 4 –6 are paid at 2/3 the regular rate, up to a maximum of \$200 daily*

Requesting COVID-19 Sick Time Off in Workday

I. Navigate to the Absence Application

**The manager, Timekeeper, JM Support, HR/Absence Coordinator can initiate a COVID-19 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 EnterAbsence.*

The screenshot displays the Workday interface for Iowa State University. The top navigation bar includes the university logo, a search bar, and notification icons. The main content area is divided into sections: 'Announcements' (1 item), 'Inbox' (0 items), and 'Applications' (11 items). The 'Applications' section features a grid of icons for Personal Information, Absence (circled in orange), Pay, Talent and Performance, Career, Benefits, Requests, Procurement, Expenses, Timesheets, and Reports. Below the main content, a blue header bar reads 'Absence'. Underneath, there are two columns of buttons: 'Request' (with 'Request Absence' circled in orange) and 'View' (with 'My Absence', 'Absence Balance', and 'View Teams'). At the bottom, a section titled 'Available Balance as of Today' includes a table with the following data:

Available Balance as of Today	
Does not include future absence requests	
80 Hours - Emergency Time Off Plan	
190.81 Hours - Sick (Adoption, Emergency, Funeral, Pallbearer, Sick)	
0 Hours - Vacation Credit Time Off Plan	
275.74 Hours - Vacation	

2. Initiate Request Absence

Requesting COVID-19 Sick Time Off in Workday

3. Request Time Off – COVID-19 Sick Time Off (Family) **OR** COVID-19 Sick Time Off (Self)

- Select the date(s) on the Absence Calendar that you plan to absent from work

NOTE: April 1, 2020 is the first day COVID-19 Sick Time Offs can be utilized.

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

- Type COVID and select either **COVID-19 Sick Time Off (Family)** or **COVID-19 Sick Time Off (Self)**

- Click Next

Absence Calendar

Click and drag on the calendar or select date range.

Select Date Range View Teams

Balances

Balance as of 03 / 26 / 2020

Per Plan

- COVID-19 0 Hours
- Emergency Time Off Plan 80 Hours
- FMLA > FMLA - Care of Servicemember 1,040 Hours
- FMLA > FMLA COVID-19 - Unpaid

1 Day - Request Absence

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	29	30	1 Apr	2	3	4
	5	6	7	8	9	10
	11	12	13	14	15	16
	17	18	19	20	21	22
	23	24	25	26	27	28

Search Results (3)

- COVID-19 Sick Time Off (Family)
- COVID-19 Sick Time Off (Self)
- FMLA COVID-19 - Unpaid

When

Type * covid

Next Cancel

COVID-19 Sick Time Off (Family)

Requesting COVID-19 Sick Time Off in Workday

For COVID-19 Sick Time Off (Family)

- Select the applicable **reason**
- Press the orange Submit button
- The time off request will flow to your Manager for approval

For COVID-19 Sick Time Off (Self)

- Select the applicable **reason**
- Press the orange Submit button
- The time off request will flow to your Manager for approval

*From

*To

/08/2020

Reason *

- Other substantially-similar condition specified by the Secretary of Health and Human Services
- Providing care for a child whose school or place of care is closed
- Providing care to individual due to quarantine or isolation

Search

Off (Family)

Reason *

- Employee advised to self-quarantine
- Employee is experiencing COVID-19 symptoms
- Employee quarantine or isolation

Search

Off (Self)

COVID-19 Sick Time Off Additional Information

- For nonexempt employees, COVID-19 Sick Time Offs can be entered through the Enter Time (employee's timesheet) **OR** Enter Absence calendars.
- Student, temporary, or seasonal workers should email hr_delivery@iastate.edu to submit time off or leave requests related to COVID-19.
- Employees (other than students) may initiate and submit requests for COVID-19 Sick Time Offs. COVID-19 Sick Time Off requests for students must be initiated by their Manager, Timekeeper or other support role.
- Managers, Timekeepers, JM Support and HR/Absence Coordinator roles can submit and approve COVID-19 Sick Time Offs on behalf of the employee for the supervisory organizations they support.

For questions regarding COVID-19 Sick Time Offs, please email timeandabsence@iastate.edu.