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.*
1. 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.

2. Initiate Request Absence
3. Request Time Off – COVID-19 Sick Time Off (Family) OR COVID-19 Sick Time Off (Self)
   a. 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.
   b. Click the orange Request Absence button in lower left-hand corner
   c. Type COVID and select either COVID-19 Sick Time Off (Family) or COVID-19 Sick Time Off (Self)
   d. Click Next
### Requesting COVID-19 Sick Time Off in Workday

#### For COVID-19 Sick Time Off (Family)
1. Select the applicable **reason**
2. Press the orange Submit button
3. The time off request will flow to your Manager for approval

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#### For COVID-19 Sick Time Off (Self)
1. Select the applicable **reason**
2. Press the orange Submit button
3. The time off request will flow to your Manager for approval

- Employee advised to self-quarantine
- Employee is experiencing COVID-19 symptoms
- Employee quarantine or isolation
- Providing care for a child whose school or place of care is closed
- Providing care to individual due to quarantine or isolation
- Other substantially-similar condition specified by the Secretary of Health and Human Services

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**WorkCyte**

3/29/2020
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.