The Board of Regents has authorized employees the usage of 80 hours of already accrued paid sick time off (prorated for part-time employees) for a COVID-19 related event due to school/child care disruptions/closures.

Employees who need to utilize this time off will submit a Sick Time Off request with the reason code - School/Child Care.

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 Sick Time Off
   
   a. Select the date(s) on the Absence Calendar that you plan to be absent from work

   **NOTE:** 9/1/2020 is the first day the expanded Sick Time Off can be utilized. It is effective through 12/31/2020.

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

   c. Type and select Sick

   d. Click Next
4. Select Reason Code

   a. Select the applicable reason
      You may use up to **80 hours** (prorated based on FTE) with the reason code - *School/Child care*
      between 9/1/2020-12/31/2020

   b. Press the orange Submit button in the lower left-hand corner

   c. The time off request will flow to your Manager for approval