

SCHOOL AND CHILD CARE TIME OFF AND LEAVE OPTIONS FOR PARENTS

Iowa State University recognizes the added stress and uncertainty for parents of children adapting to COVID-19-related school and child care disruptions and closures. We want to make sure employees are aware of time off and leave options for these situations.

COVID-19 TIME OFF AND LEAVE OPTIONS

Paid time off and leave options available for parents to care for children during school and child care closures, remote learning, and illness related to the COVID-19 pandemic include:

- **Sick Time Off with Reason Code – School/Child Care** (effective 9/1/20-12/31/20): Up to 80 hours of paid time off (prorated for part-time employees)
 - This is not a new bank of time off but rather already accrued sick time off that allows you to have paid time off for the reason of school/child care disruptions/closures due to COVID-19.
 - Your sick time off balance cannot go below zero or negative.
 - Documentation should be provided to support the usage of this time off. Examples include a district email or calendar to indicate dates the time off may be needed.
- **COVID-19 Family and Medical Leave Act – FMLA** (effective 4/1/20-12/31/20): Up to 12 weeks at 2/3 pay (prorated for part-time employees)
- **COVID-19 Sick Time Off – Family** (effective 4/1/20-12/31/20): Up to 80 hours at 2/3 pay (prorated for part-time employees)
- **Vacation**
- **Unpaid Time Off**

Note: Some time offs and leaves may not apply to critical infrastructure workers as identified by ISU Senior Leadership.

REASONS FOR UTILIZING COVID-19 TIME OFF AND LEAVE OPTIONS

Parents of minor children who are impacted by:

- COVID-19-related school or child care closures
- Hybrid or virtual learning, as required by school district
- Medical need to keep child(ren) at home from school or child care: Medical needs may include having a child or other household member who is at high risk for severe illness according to [CDC guidelines](#), or the need to quarantine if directed by public health as a contact to COVID-19.

Please see [COVID-19 Time Off and Leave Information](#) for additional resources and connect with HR Delivery or your supervisor regarding your options.