

COVID-19 TIME OFF AND LEAVE

The following information is intended to provide definitions to apply paid time off and leave during the COVID-19 public health emergency. Paid time off and leave types include the time off and leave from the federal Families First Coronavirus Response Act (FFCRA) and the Board of Regents directive. These time off adjustments are effective through December 31, 2020. The university will review these time offs prior to December 31, 2020.

DEFINITIONS

Sick Time Off – School/Child Care

As authorized by the Board of Regents, employees may use up to 80 hours of accrued paid sick time off (prorated for part-time employees) for a COVID-19 related event due to school/child care closures (virtual instruction).

COVID-19 Family and Medical Leave Act (FMLA)

Employees who have been employed by the university for at least 30 calendar days are eligible for up to 12 weeks of FMLA (both paid and unpaid) when the employee is unable to work (or work remotely) due to the need to care for a minor child whose school or child care provider has closed or is unavailable due to COVID-19.

COVID-19 Sick Time Off

Provides up to 80 hours (prorated for part-time employees) of paid sick time off to any employee who is unable to work (or work remotely) due to:

For 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

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