

COVID-19 SICK LEAVE GUIDANCE

Effective through 4/1/2020:

- Sick leave must be used in accordance with the employee personnel policies
 - Ex. Employees must use Sick, Personal, Vacation, or Unpaid Leave for time off requests

Effective 4/2/2020-6/30/2020:

- Employees needing time off due to the following issues must first use Emergency Paid Sick Leave as entitled under the Families First Coronavirus Response Act (H.R.6201, Division E, Sec. 5102):
 - The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19
 - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 - The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
 - The employee is caring for an individual who is subject to an order as described in (a) or has been advised as described in (b)
 - The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - The employee is 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.
- If an employee needs additional time off and has exhausted his or her Emergency Paid Sick Leave, the employee must use his or her Sick, Personal, or Vacation Leave.
- If an employee needs additional time off and has exhausted his or her Sick, Personal, and Vacation Leave, the employee may take Advanced Sick Leave pursuant to Administrative Rule 3.23.2020

