





Comparison of Leave Types Available for COVID-19
(Effective January 1 – June 30, 2021)

REASON FOR ABSENCE	UNIVERSITY LEAVE	EMPLOYEE ACCRUED PERSONAL LEAVE	OTHER SUPPLEMENTAL LEAVE OPTIONS
	Paid Administrative Leave	Sick Leave, Annual/Bonus Leave	COVID-19 Voluntary Shared Leave
		January 1, 2021	January 1, 2021
1. The employee is subject to a quarantine order or has been advised to self-quarantine by a health care provider or public health official, while seeking diagnosis	<ul style="list-style-type: none"> Employees may apply for up to 80 hours of paid administrative leave, not to exceed 160 hours total, minus any FFCRA time taken under the Emergency Paid Sick Leave in 2019, for instances of quarantine while seeking a diagnosis. 	<ul style="list-style-type: none"> Employees who have used 80 hours of FFCRA or the first bank of 80 hours of paid administrative leave for purposes of quarantine, will need to use their personal leave time until all time is exhausted. 	Eligible employees may supplement with COVID-19 Voluntary Shared Leave after exhausting all of their accrued leave
2. Tested Positive for COVID-19 and/or experiencing symptoms	<ul style="list-style-type: none"> Employees may apply for up to 80 hours of paid administrative leave, not to exceed 160 hours total, minus any FFCRA time taken under the Emergency Paid Sick Leave in 2019. 	<ul style="list-style-type: none"> Employees who have used 80 hours of FFCRA or the first bank of 80 hours of paid administrative leave for purposes of quarantine, will need to use their personal leave time until all time is exhausted. 	Yes ✓
3. CARING FOR INDIVIDUAL who is subject to quarantine/isolation or subject to self-quarantine		<ul style="list-style-type: none"> Eligible employees must use their personal accrued leave time 	No ✓

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4. Needs to provide CHILDCARE because school or childcare facility is closed due to COVID-19		<ul style="list-style-type: none"> Eligible employees must use their own personal accrued leave time 	<p>Eligible employees may supplement with COVID-19 Voluntary Shared Leave after exhausting all of their accrued leave</p> <p>Yes √</p>
5. Needs to provide ELDERCARE because the eldercare facility is closed due to COVID-19		<ul style="list-style-type: none"> Eligible employees must use their own personal accrued leave time 	<p>Eligible employees may supplement with COVID-19 Voluntary Shared Leave after exhausting all of their accrued leave</p> <p>Yes √</p>
6. CANNOT TELEWORK because duties cannot be performed remotely and alternate work is not available		<ul style="list-style-type: none"> Eligible employees must use their own personal accrued leave time 	<p>Yes √</p>

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		<ul style="list-style-type: none">• Eligible employees must use their own personal accrued leave time	Yes √
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