This guide provides information on paid leave benefits that are available to you if you are unable to work (or telework) due to an absence related to the COVID-19 pandemic. There are several new paid leave options available to you to help support you during this unprecedented time.
Employee Guide to Paid Leave Available due to COVID-19 Absences

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Federal Emergency Paid Sick Leave

Effective April 1, 2020, eligible employees who are unable to work (or telework) may use up to 80 hours total (prorated if part-time) of Federal Emergency Paid Sick Leave. Eligibility for this leave is based on the reason for the absence and your employment type.

<table>
<thead>
<tr>
<th>Reason for Absence</th>
<th>Eligibility</th>
<th>Rate of Pay</th>
<th>Able to Supplement Pay Received</th>
<th>STAR HCM Code for Timesheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)</td>
<td>No, No, Yes</td>
<td>Regular rate of pay up to $511/day ($5,110 in total)</td>
<td>No - if your regular earnings exceed $511/day, you can NOT supplement earnings with state leave available</td>
<td>COV1</td>
</tr>
<tr>
<td>You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19</td>
<td>Yes, No, Yes</td>
<td></td>
<td></td>
<td>COV2</td>
</tr>
<tr>
<td>You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work</td>
<td>Yes, No, Yes</td>
<td></td>
<td></td>
<td>COV2</td>
</tr>
<tr>
<td>You are a non-essential employee who was directed by your agency to not report to work and telework is not available</td>
<td>No, No, Yes</td>
<td></td>
<td></td>
<td>COV1</td>
</tr>
<tr>
<td>You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)</td>
<td>No, No, Yes</td>
<td></td>
<td>Yes – can use state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings if your regular earnings exceed $200/day</td>
<td>COV4</td>
</tr>
<tr>
<td>You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</td>
<td>No, No, Yes</td>
<td>2/3 of regular pay, up to $200/day ($2,000 in total)</td>
<td></td>
<td>COV4</td>
</tr>
<tr>
<td>You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions</td>
<td>No, No, Yes</td>
<td></td>
<td></td>
<td>COV5</td>
</tr>
</tbody>
</table>

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1 These timesheet codes are automatically available for all employees except healthcare workers and emergency responders. If you are a healthcare worker or emergency responder and will be using this leave for your own illness, please see the request process at the end of this document. Once your request is authorized by your agency, the code will be available to you.

2 As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities.

3 Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is used.

4 School means an elementary or secondary school.
Effective April 1, 2020, FMLA was temporarily expanded in scope to provide **up to 12 weeks** of expanded FMLA that is **partially paid** for employees **who are unable to work (or telework)** in order to care for a son or daughter\(^5\) whose school\(^6\) or daycare has closed due to the COVID-19 pandemic. Please note that this is not an additional 12 weeks of FMLA – this just expands the reason that an employee can use FMLA.

The following employees are **NOT** eligible for the Emergency FMLA Expansion:

- Employees who have worked less than 30 days
- Healthcare providers and emergency responders as defined by their agency
- Elected officials and their high-level appointees who are normally excluded from FMLA

All other state employees who have **worked for at least 30 days** are eligible for these provisions.

| Benefits Available          | Rate of Pay           | Able to Supplement Pay Received or Substitute Other Leave?
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First 2 weeks of expanded FMLA is unpaid</td>
<td>Unpaid Leave</td>
<td>Yes – can use Federal Emergency Paid Sick Leave benefits (2/3 of regular pay, up to $200/day) and supplement earnings with state leave available. <strong>Note:</strong> Not required to use Federal Emergency Paid Sick Leave during this 2-week period. You can also substitute available state leave.</td>
</tr>
<tr>
<td>Weeks 3 through 12 of expanded FMLA are partially paid</td>
<td>2/3 of regular rate of pay, up to $200/day ($10,000 in total)</td>
<td>No – there is no option to supplement or substitute state paid leave benefits</td>
</tr>
</tbody>
</table>

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\(^5\) Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.

\(^6\) School means an elementary or secondary school.
State Paid Administrative Leave

State Paid Administrative Leave was first available for eligible employees on March 15, 2020.

The following employee types are **NOT eligible** for State Paid Administrative Leave:

- Employees who are covered for the same reason under the Federal Emergency Paid Sick Leave or Expanded FMLA provisions
- Employees who are determined by the employer to be capable of telework and are physically capable of working
- Elected officials
- Employees denied leave due to operational necessity
- State Patrol Troopers and Inspectors in the represented public safety bargaining unit, unless an agreement is reached with the union to be covered under this administrative leave program.

Effective April 1, 2020, eligible employees who are unable to work (or telework), are eligible for the following State Administrative Leave Benefits.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)</td>
<td>After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted</td>
<td>Up to 80 hours (prorated if part-time) of State Paid Administrative leave at your regular rate of pay</td>
<td>COVS2</td>
</tr>
<tr>
<td>You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work</td>
<td>After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted</td>
<td><strong>Note:</strong> If you used State Paid Administrative leave from March 15 – 31, 2020, only the remaining hours are available to you.</td>
<td>COVS3</td>
</tr>
<tr>
<td>You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)</td>
<td></td>
<td></td>
<td>COVS1</td>
</tr>
<tr>
<td>You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions</td>
<td></td>
<td></td>
<td>COVS1</td>
</tr>
<tr>
<td>You are a non-essential employee who was directed by your agency to not report to work and telework is not available</td>
<td>After Federal Emergency Paid Sick Leave is exhausted</td>
<td></td>
<td>COVN1</td>
</tr>
</tbody>
</table>

7 These timesheet codes are now only available for entry by your supervisor or payroll staff for absences dates March 28, 2020 or later. Please contact your supervisor or payroll staff to enter these codes on your timesheet for you.
Leave Types Available Based on Reason for Absence Examples

Below are leave types that are available if you are unable to work or telework and you are an employee who is eligible for the specific leave type (see eligibility requirements earlier in the document).

Scenario 1: I am an Elected Official. What benefits are available to me if I have COVID-19 related absence?

You are not eligible for any additional leave benefits.

Scenario 2: I am a healthcare provider or emergency responder as defined by my agency. What benefits are available to me if I have a COVID-19 related absence?

<table>
<thead>
<tr>
<th>Reason for Absence</th>
<th>Leave Benefits Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal illness:</td>
<td>• As of April 1, 2020, up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time) at your regular rate of pay, up to $511/day</td>
</tr>
<tr>
<td></td>
<td>• Any available state leave (sick leave, vacation, personal holiday, sabbatical, earned legal holiday, comp time)</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Not eligible for State Paid Administrative Leave</td>
</tr>
<tr>
<td>Need to care for someone else:</td>
<td>You must follow normal leave request procedures and if approved, may use any available state leave (sick leave, vacation, personal holiday, sabbatical, earned legal holiday, comp time)</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> In exceptional situations, Federal Emergency Paid Sick Leave and expanded FMLA provisions may be available.</td>
</tr>
</tbody>
</table>

**Note:** Scenarios 3 - 7 on the following pages do NOT apply to Elected Officials, Healthcare Providers or Emergency Responders. These employees should refer to Scenarios 1 and 2 for leave benefits available.
Scenario 3: You need to care for a son or daughter because of a school or daycare closure (on either a part-time or full-time basis)

<table>
<thead>
<tr>
<th>Paid Leave Available</th>
<th>Rate of Pay</th>
<th>When to Use</th>
</tr>
</thead>
</table>
| Up to 80 hours of Federal Emergency Paid Sick Leave       | 2/3 rate of pay, up to $200/day    | Available for immediate use as of April 1, 2020  
**Note:** can use available state leave to supplement earnings, up to 100% of regular earnings |
| Any available state leave:                                |                                    |                                                                                                                                            |
|   • Sick Leave                                            |                                    | • Can use to supplement pay received under Federal Emergency Paid Sick Leave provision                                                  |
|   • Vacation                                              |                                    | • Can use in lieu of Federal Emergency Paid Sick Leave                                                                                  |
|   • Personal Holiday                                      |                                    | • Can use once no longer covered by Federal Expanded FMLA                                                                               |
|   • Sabbatical                                            |                                    |                                                                                                                                 |
|   • Earned Legal Holiday                                  |                                    |                                                                                                                                 |
|   • Comp Time                                             |                                    |                                                                                                                                 |
| If employed for at least 30 days, eligible for up to 12 weeks of Federal Expanded FMLA | First 2 weeks unpaid but can use Federal Emergency Paid Sick Leave and available state leave during this period (as noted above) | Paid FMLA available after first 2 weeks of expanded FMLA                                                                                   |
|                                                         | • Starting at week 3 of expanded FMLA leave, receive 2/3 rate of pay, up to $200/day |                                                                                                                                 |
| Up to 80 hours of State Paid Administrative Leave (prorated if part-time) | Regular rate of pay                | Can use once leave under Federal Emergency Paid Sick Leave, Federal Expanded FMLA, and available state leave is exhausted                  |

**Note:** If you are working part-time, you can use the paid leave available referenced above for the hours in which you are unable to work. Once covered by expanded FMLA, you can receive 2/3 rate of pay (up to $200/day) for your non-working hours. The duration of expanded FMLA will be based on hours used (for example, if usually work full-time and you use 20 hours of expanded FMLA and telecommute 20 hours during the week, that will count as half a week of expanded FMLA used).
**Scenario 4:** You have been advised by a health care provider to self-quarantine

<table>
<thead>
<tr>
<th>Paid Leave Available</th>
<th>Rate of Pay</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)</td>
<td>Regular rate of pay, up to $511/day</td>
<td>Available for immediate use as of April 1, 2020</td>
</tr>
<tr>
<td>Any available state leave:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sick Leave</td>
<td>Regular rate of pay</td>
<td>Available for immediate use</td>
</tr>
<tr>
<td>• Vacation</td>
<td></td>
<td>Can use in lieu of Federal Emergency Paid Sick Leave</td>
</tr>
<tr>
<td>• Personal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Earned Legal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Comp Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 80 hours of State Paid Administrative Leave (prorated if part-time)</td>
<td>Regular rate of pay</td>
<td>Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</td>
</tr>
</tbody>
</table>

**Scenario 5:** You are sick and have COVID-19, or you are experiencing flu-like and/or COVID-19 symptoms, and are seeking a diagnosis for COVID-19

**Note:** This also applies to employees who are sent home or told not to report due to the above symptoms.

<table>
<thead>
<tr>
<th>Paid Leave Available</th>
<th>Rate of Pay</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)</td>
<td>Regular rate of pay, up to $511/day</td>
<td>Available for immediate use as of April 1, 2020</td>
</tr>
<tr>
<td>Any available state leave:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sick Leave</td>
<td>Regular rate of pay</td>
<td>Available for immediate use</td>
</tr>
<tr>
<td>• Vacation</td>
<td></td>
<td>Can use in lieu of Federal Emergency Paid Sick Leave</td>
</tr>
<tr>
<td>• Personal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Earned Legal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Comp Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 80 hours of State Paid Administrative Leave (prorated if part-time)</td>
<td>Regular rate of pay</td>
<td>Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</td>
</tr>
</tbody>
</table>
**Scenario 6:** You need to care for an individual ordered to self-quarantine

<table>
<thead>
<tr>
<th>Paid Leave Available</th>
<th>Rate of Pay</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 80 hours of Federal Emergency Paid Sick Leave</td>
<td>2/3 rate of pay, up to $200/day</td>
<td>Available for immediate use as of April 1, 2020</td>
</tr>
<tr>
<td>(prorated if part-time)</td>
<td></td>
<td><strong>Note:</strong> can use available state leave to supplement earnings, up to 100% of regular earnings</td>
</tr>
<tr>
<td>Any available state leave:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sick Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Earned Legal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Comp Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular rate of pay</td>
<td></td>
<td>• Available for immediate use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Can use in lieu of Federal Emergency Paid Sick Leave</td>
</tr>
<tr>
<td>Up to 80 hours of State Paid Administrative Leave</td>
<td>Regular rate of pay</td>
<td>Can use once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</td>
</tr>
<tr>
<td>(prorated if part-time)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Scenario 7:** There is no telework available to you (or there is not enough telework available to work your full schedule) and you are not able to access your work location due to direction from your agency.

<table>
<thead>
<tr>
<th>Paid Leave Available</th>
<th>Rate of Pay</th>
<th>When to Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 80 hours of Federal Emergency Paid Sick Leave</td>
<td>Regular rate of pay, up to $511/day</td>
<td>Available for immediate use as of April 1, 2020</td>
</tr>
<tr>
<td>(prorated if part-time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Up to 80 hours of State Paid Administrative Leave</td>
<td>Regular rate of pay</td>
<td>Available once Federal Emergency Paid Sick Leave is exhausted</td>
</tr>
<tr>
<td>(prorated if part-time)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any available state leave:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sick Leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sabbatical</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Earned Legal Holiday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Comp Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular rate of pay</td>
<td></td>
<td>Not required to be used prior to Federal Emergency Paid Sick Leave or State Paid Administrative Leave</td>
</tr>
</tbody>
</table>

**Note:** If you are only able to telework part-time, you can use the above leave for the hours that you are unable to telework.
Additional Information

How to Request Federal Emergency Paid Sick Leave or Expanded FMLA
The Department of Labor (DOL) requires the employer to collect documentation of the request. If you need to use this leave, a form will be made available to you to complete the request.

How to Request State Paid Administrative Leave
Employees are no longer able to enter this type of leave on their timesheet for absences after March 28, 2020. Only an employee’s supervisor or agency payroll staff can enter the leave on behalf of the employee. You should contact your supervisor or payroll staff if you are eligible to use this leave and need it entered on your timesheet. As a reminder, you cannot use this leave until all other Federal Emergency Paid Leave, paid expanded FMLA (if taking leave for childcare purposes), and state leave is used.

Note: Non-essential employees who do not have any or enough telework available may use this leave BEFORE using their state leave. See Scenario 7 for more information.

How To Enter Leave in STAR
Jobs aids and the availability of the leave codes in STAR will be available soon. Employees will be notified via an announcement in Employee Self-Service.

More Information and Resources
- COVID-19 Employee Information Webpage
- Families First Coronavirus Response Act: Employee Paid Leave Rights (English Version / Spanish Version)
- Mental Health & Well-Being Resources
- Wisconsin Department of Health Services COVID-19 Webpage
- Centers for Disease Control and Prevention
Appendix: Leave Scenario Process Flows

Leave Usage: Self-Isolate or Quarantine Order

START
I am subject to a Federal, State or local quarantine or isolation order related to COVID-19 (this includes Wisconsin’s Safer at Home Order).

Are you a health care provider or emergency responder as defined by your agency?

- Yes
  - Normal leave procedures followed for time off requests – eligible to use state paid leave available
  - END

- No
  - Can telework full-time
  - Normal leave procedures followed for time off requests – eligible to use state paid leave available
  - END

Do you have the ability to telework?

- Yes
  - Eligible for up to 80 hours of Federal Emergency Sick Leave (prorated if part-time). Receive normal rate of pay, up to $511/day
  - Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work

- No
  - Unable to telework or can telework part-time
  - Normal leave procedures followed for time off requests – eligible to use available state paid leave
  - END

Do you have state paid leave available?

- Yes
  - Eligible for up to 80 hours (prorated if part-time) of State Paid Administrative Leave paid at normal rate of pay
  - END

- No
  - State Paid Leave Includes:
    - Sick Leave
    - Vacation
    - Personal Holiday
    - Earned Legal Holiday
    - Comp Time

State Paid Leave is exhausted

Note: Not required to use Federal Emergency Sick Leave – can use other state paid leave available

April 5, 2020
START
I have been ordered to self-quarantine by a healthcare provider

Do you have the ability to telework?

Unable to telework
- or can telework part-time

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

Can telework full-time

Eligible for up to 80 hours of Federal Emergency Sick Leave (prorated if part-time). Receive normal rate of pay, up to $511/day

Note: Not required to use Federal Emergency Sick Leave – can use other state paid leave available

Once Federal Emergency Sick Leave is exhausted

Do you have state paid leave available?

Yes

Normal leave procedures followed for time off requests – eligible to use available state paid leave

END

No

Eligible for up to 80 hours (prorated if part-time) of State Paid Administrative Leave paid at normal rate of pay

END

State Paid Leave Includes:
- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work.
I am experiencing COVID-19 or flu-like symptoms and am seeking a medical diagnosis OR I was sent home or told not to report to work.

Do you have the ability to telework while experiencing symptoms?

Can telework full-time

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

Unable to telework or can telework part-time

Eligible for up to 80 hours of Federal Emergency Sick Leave (prorated if part-time). Receive normal rate of pay, up to $511/day.

Note: Not required to use Federal Emergency Sick Leave – can use other state paid leave available.

Once Federal Emergency Sick Leave is exhausted

Do you have state paid leave available?

Yes

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

State Paid Leave Includes:
- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

END

No

Eligible for up to 80 hours (prorated if part-time) of State Paid Administrative Leave paid at normal rate of pay

END

Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work.
Leave Usage: Care for Others in Quarantine

START
I am caring for an individual who has been ordered or advised to self-quarantine

Are you a health care provider or emergency responder as defined by your agency?

Yes
Normal leave procedures followed for time off requests – eligible to use state paid leave available
END

No

Do you have the ability to telework while caring for the individual who is self-quarantined?

Can telework full-time
Normal leave procedures followed for time off requests – eligible to use state paid leave available
END

Unable to telework or can telework part-time

• Eligible for up to 80 hours (prorated if part-time) of Federal Emergency Sick Leave (receive 2/3 rate of pay, up to $200/day)
• Can use state paid leave to supplement earnings, up to 100% of regular earnings
• Not required to use Federal Emergency Sick Leave – can use other state paid leave available

Once Federal Emergency Sick Leave Exhausted

Do you have state paid leave available?

Yes
Normal leave procedures followed for time off requests – eligible to use state paid leave available
END

No

Eligible for up to 80 hours (prorated if part-time) of State Paid Administrative Leave paid at normal rate of pay
END

Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work

State Paid Leave Includes:
- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time
I am non-essential staff, no telework is available to me (or there is not enough telework to work my full schedule), and I am not able to access my work location due to direction from my agency.

Eligible for up to 80 hours of Federal Emergency Sick Leave (prorated if part-time). Receive normal rate of pay, up to $511/day.

Note: Not required to use Federal Emergency Sick Leave – can use other state paid leave available.

Once Federal Emergency Sick Leave is exhausted:

Eligible for up to 80 hours (prorated if part-time) of State Paid Administrative Leave paid at normal rate of pay.

Note: Not required to use State Paid Administrative Leave – can use other state paid leave available.

Once State Paid Administrative Leave is exhausted:

No other paid leave options available

Do you have state paid leave available?

No

END

Yes

Eligible to use state paid leave available

END

State Paid Leave Includes:
- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work.
Leave Usage: Childcare Closures
April 5, 2020

START
I am caring for a son or daughter* due to a school or childcare closure.

Are you a health care provider or emergency responder as defined by your agency?

Yes

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

No

Unable to telework or can telework part-time

Do you have the ability to telework while caring for your son or daughter?

Can telework full-time

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

Unable to telework

Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work.

First 2 weeks of expanded FMLA unpaid but can supplement earnings with Federal Emergency Sick Leave and/or available state paid leave.

After first 2 weeks of expanded FMLA leave, eligible to receive 2/3 rate of pay, up to $200/day for remaining 10 weeks of expanded FMLA.

Note: After the first 2 weeks of expanded FMLA leave, you are NOT eligible to use state paid leave to supplement your pay for the remainder of the expanded FMLA leave.

Have you been employed for at least 30 days?

Yes

Remainder of expanded FMLA

First 2 weeks of FMLA

Eligible for up to 12 weeks of expanded FMLA

Do you have state paid leave available?

Yes

Normal leave procedures followed for time off requests – eligible to use state paid leave available

END

No

Eligible for up to 80 hours (prorated if part-time) of Federal Emergency Sick Leave (receive 2/3 rate of pay, up to $200/day)

Can use state paid leave to supplement earnings, up to 100% of regular earnings

Not required to use Federal Emergency Sick Leave – can use other state paid leave available

Options once Expanded FMLA exhausted

Determination of Expanded FMLA Eligibility

Have you been employed for at least 30 days?

No

Not eligible for expanded FMLA until employed for 30 days

State Paid Leave Includes:
- Sick Leave
- Vacation
- Personal Holiday
- Earned Legal Holiday
- Comp Time

* Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.