
04/17/2020 REVISIONS

Coronavirus Special Issue 3

Telecommuting Leave Guidance

Updated COVID-19 related absences

During the month of April, employees who have been affected by COVID-19, (classified, unclassified, faculty) must use annual or sick leave (whichever appropriate). If an employee meets one of the qualifying events listed below, the employee can apply for the Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave (EFMLA) provided in the Families First Coronavirus Response Act (FFCRA). Please apply for the leave on the [Coronavirus Updates and Information Page](#). If your application is approved, a change in payroll will be implemented to replace your leave with either EPSL or EFMLA leave.

- 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 either letter a or b above.
- The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.

Telecommuting Civil Service Employees

- Civil Service employees telecommuting must input actual telecommuting hours using the **C19 – Telecommuting** line on the timesheet. For example, if you telework 8 hours, enter 8 hours on the C19-Telecommuting line. If you only work 4 hours, code 4 hours of telework, 4 hours of biweekly pay. You must input 80 hours total for the biweekly pay period.

Civil Service Employees Who Cannot Telecommute

- In accordance with **Civil Service Rule 11.23(d)**, classified employees, whose job duties cannot be performed at home, will rotate on campus as needed and directed by their Department Head and Supervisor. When these employees are not at work, they will use **Special Leave – Act of God**. When working, they will utilize **bi-weekly pay** on their timesheets.
- Continued use of Special Leave – Act of God is not permitted by Civil Service for the reasons below:
 - 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 either letter a or b above.
 - The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
- If a classified employee meets any of the qualifying events, you can apply for the emergency leaves listed above, otherwise you have to use sick or annual leave.

Telecommuting Unclassified Employees

- Employees telecommuting must input actual telecommuting hours under the C19 – Telecommuting option. For example, if you telework 8 hours, enter 8 hours on the C19-Telecommuting line. If you only telework 4 hours, enter 4 hours of telework for the day. If you take any other form of leave, in conjunction with teleworking, you must enter the appropriate hours for that leave. Since Unclassified employees only enter exceptions, no other entry would be required for that day.

New Timesheet Codes

- **C19** – telecommuting code for unclassified and classified employees; faculty cannot use this code
- **Special Leave – Act of God**-telecommuting code for classified employees only.