

Leave Guidance- Effective September 1, 2021

Situation	Leave Options		
	Full-time University Employees, Classified Staff, or 12-month Faculty	Part-time University Employees or Classified Staff	Adjunct Faculty, Postdocs, Graduate Research Assistants, and Hourly Employees
I or an immediate family member have been diagnosed with COVID-19 through a confirmed positive test.	<p>1) Public Health Emergency Leave (PHEL)** Employees may use up to 80 hours to attend to their own medical needs or the medical needs of an immediate family member being treated for a confirmed case of COVID-19.</p> <p>2) Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type. Employees in the Traditional Sick Leave Plan (TSLP) may use their annual leave or TSLP for personal illness, annual leave for family illness, or may use 48 hours of their TSLP for a family illness. Employees covered by the Virginia Retirement System may apply for VSDP short-term disability benefits for their own illness by contacting the Reed Group. A university employee may contact the Reed Group or the Standard. A VSDP employee may use their annual leave, family/personal leave and</p>	<p>1) Public Health Emergency Leave (PHEL)** Employees may use up to 80 hours to attend to their own medical needs or the medical needs of an immediate family member being treated for a confirmed case of COVID-19.</p> <p>PHEL is prorated based on the number of hours employees are normally scheduled to work. The maximum paid leave may not exceed the maximum number of hours an employee would normally work each week</p> <p>2) Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type. Employees in the Traditional Sick Leave Plan (TSLP) may use their annual leave or TSLP for personal illness, annual leave for family illness, or may use a portion of their TSLP for a family illness that is covered by FMLA. Employees</p>	<p>(1) Public Health Emergency Leave (PHEL)** Employees may use up to 80 hours to attend to their own medical needs or the medical needs of an immediate family member being treated for a confirmed case of COVID-19.</p> <p>PHEL is prorated based on the number of hours employees are normally scheduled to work and must be used in one-week increments. The maximum paid leave may not exceed the maximum number of hours an employee would normally work each week.</p> <p>(2) Leave without pay, up to 30 days, subject to manager approval.</p>

	<p>33% of their sick leave for family members when covered by FMLA.</p> <p>3) Leave without pay, up to 30 days, subject to manager approval.</p>	<p>covered by the Virginia Retirement System may apply for VSDP short-term disability benefits for their own illness by contacting Reed Group. A university employee may contact the Reed Group or the Standard.</p> <p>3) Leave without pay, up to 30 days, subject to manager approval.</p>	
<p>I need time off to get a COVID-19 vaccine and/or recover from the side effects resulting from the vaccine.</p>	<p>1) Public Health Emergency Leave (PHEL)** Employees may use up to 8 hours (of the 80 hours) to obtain a COVID-19 vaccine and/or recover from side effects resulting from obtaining the vaccine.</p> <p>2) Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type.</p>	<p>1) Public Health Emergency Leave (PHEL)** Employees may use up to 8 hours (of the 80 hours) to obtain a COVID-19 vaccine and/or recover from side effects resulting from obtaining the vaccine.</p> <p>2) Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type.</p>	<p>(1) Public Health Emergency Leave (PHEL) **– Employees may use up to 8 hours (of the 80 hours) to obtain a COVID-19 vaccine and/or recover from side effects resulting from obtaining the vaccine.</p>
<p>I have been directed to quarantine by Employee Health due to contact with a COVID-19 positive case.</p>	<p>Employees should first work with their manager to determine if they can work remotely.</p> <p>If remote work is not feasible, employees will need to use available leave balances including university leave, personal, annual, or</p>	<p>Employees should first work with their manager to determine if they can work remotely.</p> <p>If remote work is not feasible, employees will need to use available leave balances including university leave, personal, annual, or</p>	<p>Employees should first work with their manager to determine if they can work remotely.</p> <p>If remote work is not feasible, employees will need to consult with their HR Professional to determine (based on their employee type) if any</p>

	compensatory leave. Sick leave is not to be used for quarantine.	compensatory leave. Sick leave is not to be used for quarantine.	leave is available to cover this absence.
My child's school is virtual this semester and I have to remain at home.	<p>Alternative Work Arrangements: Managers and employees are encouraged to consider utilizing alternative work arrangements such as:</p> <ul style="list-style-type: none"> ● Flex or staggered schedules ● Compressed work weeks ● Job sharing ● Job restructuring ● Reduced schedules ● Flexible use of leave and time-off <p>Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type.</p>	<p>Alternative Work Arrangements: Managers and employees are encouraged to consider utilizing alternative work arrangements such as:</p> <ul style="list-style-type: none"> ● Flex or staggered schedules ● Compressed work weeks ● Job sharing ● Job restructuring ● Reduced schedules ● Flexible use of leave and time-off <p>Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type.</p>	<p>Alternative Work Arrangements: Managers and employees are encouraged to consider utilizing alternative work arrangements such as:</p> <ul style="list-style-type: none"> ● Flex or staggered schedules ● Compressed work weeks ● Job sharing ● Job restructuring ● Reduced schedules

***Employees who have used PHEL during the current leave year (since January 10th) may use the remaining balance of PHEL based on the above criteria. Employees who have used 80 hours of PHEL within the current leave year will not receive an additional PHEL leave allotment.*