## Leave Guidance - Effective September 1, 2021

<table>
<thead>
<tr>
<th>Situation</th>
<th>Leave Options</th>
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<tbody>
<tr>
<td>I or an immediate family member have been diagnosed with COVID-19 through a confirmed positive test.</td>
<td><strong>1) Public Health Emergency Leave (PHEL)</strong> Employee 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. <strong>PHEL</strong> 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. <strong>2) Employee Leave</strong> 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</td>
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<tr>
<td>I need time off to get a COVID-19 vaccine and/or recover from the side effects resulting from the vaccine.</td>
<td>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.</td>
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<td>2) Employee Leave - Employees may use their own leave. Leave types will vary depending upon your employee type.</td>
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<tr>
<td>I have been directed to quarantine by Employee Health due to contact with a COVID-19 positive case.</td>
<td>Employees should first work with their manager to determine if they can work remotely. If remote work is not feasible, employees will need to use available leave balances including university leave, personal, annual, or</td>
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</tbody>
</table>
compensatory leave. Sick leave is not to be used for quarantine. 

My child’s school is virtual this semester and I have to remain at home.

Alternative Work Arrangements: Managers and employees are encouraged to consider utilizing alternative work arrangements such as:
- Flex or staggered schedules
- Compressed work weeks
- Job sharing
- Job restructuring
- Reduced schedules
- Flexible use of leave and time-off

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leave is available to cover this absence.

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.