

Leave Guidance

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 have been diagnosed with COVID-19 or have been advised to quarantine	<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 tested, quarantined or treated for COVID-19</p> <p>2) Family First Coronavirus Response Act (FFCRA) – Employees may use up to 80 hours at full pay if quarantined or ill with COVID-19 or have been advised by a health-care provider to self-quarantine; if an immediate family member is ill or asked to quarantine, employee may use up to 80 hours at ⅔ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater. You may use leave to supplement the pay. The type of leave used to supplement</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 tested, quarantined or treated for 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) Family First Coronavirus Response Act (FFCRA) – Employees may use up to 80 hours at full pay if quarantined or ill with COVID-19 or have been advised by a health-care provider to self-quarantine; if an immediate family member is ill or asked to quarantine, employee</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 tested, quarantined or treated for 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) Family First Coronavirus Response Act (FFCRA) – Employees may use up to 80 hours at full pay if quarantined or ill with COVID-19 or have been advised by a health-care provider to self-quarantine; if an</p>

	<p>the pay will vary depending upon your employee type.</p> <p>3) 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 33% of their sick leave for family members when covered by FMLA.</p>	<p>may use up to 80 hours at $\frac{2}{3}$ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater. You may use leave to supplement the pay. The type of leave used to supplement the pay will vary depending upon your employee type.</p> <p>FFCRA 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>3) 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 covered by the Virginia Retirement System may apply for VSDP short-term disability benefits</p>	<p>immediate family member is ill or asked to quarantine, employee may use up to 80 hours at $\frac{2}{3}$ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater.</p> <p>FFCRA 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>
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<p>My child's school is virtual this semester and have to remain at home</p>	<p>1) FFCRA* - Employees may use up to 80 hours at $\frac{2}{3}$ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater. You may use leave to supplement the pay. The type of leave used to supplement the pay will vary depending upon your employee type.</p> <p>2) FFCRA - Emergency Family and Medical Leave (EFML)* – Employees may take up to 10 weeks at $\frac{2}{3}$ pay to care for a child whose school/daycare is closed due to COVID-19. Max of \$200 per day for 10 weeks. \$10,000 total, if full pay is greater. Other paid leave may be charged during the unpaid two (2) weeks in order to continue pay. Type of leave will vary depending upon your employee type.</p>	<p>1) FFCRA* - Employees may use up to 80 hours at $\frac{2}{3}$ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater. You may use leave to supplement the pay. The type of leave used to supplement the pay will vary depending upon your employee type.</p> <p>2) FFCRA - Emergency Family and Medical Leave (EFML)* – Employees may take up to 10 weeks at $\frac{2}{3}$ pay to care for a child whose school/daycare is closed due to COVID-19. Max of \$200 per day for 10 weeks. \$10,000 total, if full pay is greater. Other paid leave may be charged during the unpaid two (2) weeks in order to continue pay. Type of leave will vary depending upon your employee type.</p>	<p>1) FFCRA* - Employees may use up to 80 hours at $\frac{2}{3}$ pay for care of ill or quarantined household member or child whose school/daycare is closed due to COVID-19. Max of \$200 per day, if full pay is greater.</p> <p>For adjunct faculty, postdocs, and graduate research assistants using FFCRA, salary will be reduced to $\frac{2}{3}$ while on approved leave. For hourly employees, FFCRA leave pay will be prorated at $\frac{2}{3}$ based on the number of hours employees are normally scheduled to work.</p> <p>The maximum paid leave may not exceed the maximum number of hours an employee would normally work each week</p>

	<p><i>*Leave may be used at once or intermittently</i></p> <p>3) 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><i>*Leave may be used at once or intermittently</i></p> <p>3) 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>2) FFCRA - Emergency Family and Medical Leave (EFML)* – Employees may take up to 10 weeks at ⅔ pay to care for a child whose school/daycare is closed due to COVID-19. Max of \$200 per day for 10 weeks. \$10,000 total, if full pay is greater.</p> <p>For adjunct faculty, postdocs, and graduate research assistants using FFCRA EMFL, salary will be reduced to 2/3 while on approved leave. For hourly employees, FFCRA leave pay will be prorated at 2/3 based on the number of hours employees are normally scheduled to work.</p> <p>The maximum paid leave may not exceed the maximum number of hours an employee would normally work each week</p> <p><i>*Leave may be used at once or intermittently</i></p>
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I am working remotely but am running out of duties	Managers and employees should consider job sharing or restructuring as well as utilizing learning opportunities found in Talent@VCU, LinkedIn Learning, or other online learning sites	Managers and employees should consider job sharing or restructuring as well as utilizing learning opportunities found in Talent@VCU, LinkedIn Learning, or other online learning sites	Managers and employees should consider job sharing or restructuring as well as utilizing learning opportunities found in Talent@VCU, LinkedIn Learning, or other online learning sites