

COVID-19: LEAVE TYPES CHART

Leave Type	Employee Eligibility	Purpose of Leave/Eligibility	Rate of Pay	Eligible Timeframe	Documentation Required
<p>Public Health Emergency Leave (PHEL)</p> <p>Available beginning March 12, 2020.</p>	All Classified, Non-Classified, & Wage ¹ Employees	<p>To permit or require employees to attend to their own medical needs, or those of an immediate family member related to COVID-19.</p> <ul style="list-style-type: none"> • Unable to work when exposure to COVID-19 is suspected or diagnosed. • In quarantine mandated by government or public health official. • Required by agency to self-isolate due to direct exposure to confirmed case if employee cannot telework. • To care for a family member that is symptomatic or diagnosed. • May apply to employees with chronic medical conditions that make them high-risk to COVID-19 if the ability to work remotely or telework is not possible. 	100%	Up to 80 hours for FT Classified Employees; pro-rated for PT, Q-Status and wage employees. Additional 80 hours may be awarded at agency's discretion. Limits applicable to current leave year.	Consultation with HR Required.
<p>FFCRA Emergency Sick Leave –Reasons 1-3</p> <p>Available beginning April 1, 2020 – December 31, 2020.</p>	All Classified, Non-Classified, & Wage ¹ Employees	<p>To provide employees with paid leave if they are unable to work or telework due to any of the reasons 1-3 listed below:</p> <ol style="list-style-type: none"> 1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. 2. Has been advised by a health care provider to self-quarantine related to COVID-19. 3. Is experiencing COVID-19 symptoms and is seeking or has been given a medical diagnosis. <p>Granted in addition to employer's existing leave categories.</p>	100% of annual salary or hourly rate up to \$511 per day and \$5,110 in the aggregate over a 2-week period.	<p>Up to 80 hours for FT Classified Employees; pro-rated for PT, Q-Status and wage employees.</p> <p>Note - this is a total number of hours available for Reasons 1-6 combined.</p>	(DHRM template) FFCRA Emergency Sick Leave Request Form. Consultation with HR Required.

¹ Paid Leave Hours awarded to wage employees count towards the 1500-hour limit under Manpower Control Program (MCP) and the Affordable Care Act (ACA)
 COVID-19: Leave Type Charts for Employees and Supervisors

COVID-19: LEAVE TYPES CHART

Leave Type	Employee Eligibility	Purpose of Leave	Rate of Pay	Eligible Timeframe	Documentation Required
<p>FFCRA Emergency Sick Leave – FFCRA Reasons 4, 5, and 6</p> <p>Available beginning April 1, 2020 – December 31, 2020.</p>	<p>All Classified, Non-Classified, & Wage¹ Employees</p>	<p>To provide employees with paid leave if they are unable to work or telework due to reasons 4, 5, or 6 listed below:</p> <ol style="list-style-type: none"> 4. Is caring for an <i>individual</i>² subject to an order described in (1) or self-quarantine as described in (2). 5. Is caring for a child under 18 years old whose school or daycare is closed (or childcare provider is unavailable) for reasons related to COVID-19. 6. Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.³ <p>Granted in addition to employer’s existing leave categories.</p>	<p>Paid at 2/3 of annual salary or hourly rate up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).</p>	<p>Up to 80 hours for FT Classified Employees; pro-rated for PT, Q-Status and wage employees.</p> <p>Note - this is a total number of hours across all Reasons 1-6 combined.</p>	<p>(DHRM template) FFCRA Emergency Sick Leave Request Form. Consultation with HR Required.</p>
<p>FFCRA Emergency Family and Medical Leave Expansion (FML) –Child Care</p> <p>Available beginning April 1, 2020 – December 31, 2020.</p>	<p>All Classified, Non-Classified, & Wage⁴ Employees must have worked for 30 calendar days prior to event.</p>	<p>Leave for an employee who must care for their child (under age 18) because the school or child-care provider is closed/unavailable due to a public-health emergency. (Available only to employees who cannot work or telework.)</p> <p>The first two weeks are unpaid unless the employee uses paid Emergency Sick Leave or any personal leave other than sick leave to receive 100% pay. Pay is awarded at 2/3 of salary for up to 10 additional weeks using expanded family and medical leave.</p> <p>Granted in addition to employer’s existing leave categories.</p>	<p>Paid at 2/3 of annual salary or hourly rate up to \$200 per day and \$12,000 in the aggregate (over a 12-week period).</p>	<p>Up to a maximum of 12 weeks (480 hours) for all FML types during a leave year.</p>	<p>(DHRM template) FFCRA Family Medical Leave Request Form. Consultation with HR Required.</p>

² Federal law does not define “individual” as a family member or based on any other relationship.

³ This reason has not yet been clarified by the Dept. of Labor.

⁴ Paid Leave Hours awarded to wage employees count towards the 1500-hour limit under the MCP and the ACA

COVID-19: LEAVE TYPES CHART

Leave Type	Employee Eligibility	Purpose of Leave	Rate of Pay	Eligible Timeframe	Documentation Required
VSDP Short Term Disability (STD)	VSDP Participants - Classified with at least 1 year of state service	VSDP eligible employees who develop COVID-19 symptoms or are diagnosed with COVID-19 must file a claim for STD. This will provide income replacement and preserves other leave types for the employee to care for others that may develop symptoms. Disability benefits are available only to employees who are experiencing illness/injury.	60%/80%/100% income replacement levels based on years of state service.	Up to 125 workdays.	VSDP Claim Paperwork – requires documentation by a Healthcare Provider. Consultation with HR Required.
VSDP - Sick Leave	Classified Employees in VSDP	Available for the employee’s own health conditions and doctor visits. Normally used for conditions not related to COVID-19. May be used after PHEL and Emergency Sick Leave balances are exhausted unless disability benefits are being paid for the employee’s condition. Up to 33% of balance may be used if employee is caring for a family member having a serious medical condition.	100%	Varies based on years of state service and available balance.	Approval by Supervisor
VSDP – Family/Personal Leave	Classified Employees in VSDP	Available for a family member’s illness, funeral and/or any other personal needs. May be used after PHEL and Emergency Sick Leave balances are exhausted or to supplement other leave types.	100%	Varies based on years of state service and available balance.	Approval by Supervisor
Traditional Sick Leave	Classified Employees in Traditional Sick Leave Plan	Available for the employee’s own health conditions and doctor visits, personal medical procedures, and time away from work for recovery. Additionally, up to 48 hours per leave year may be used for the illness or death of an immediate family member. Normally used for conditions not related to COVID-19. May be used after PHEL and Emergency Sick Leave balances are exhausted for the employee’s own medical condition/treatment. Up to 33% of balance may be used if employee is caring for a family member having a serious medical condition.	100%	Varies based on years of state service and available balance.	Approval by Supervisor

COVID-19: LEAVE TYPES CHART

OTHER LEAVE TYPES THAT MAY BE USED/SUPPLEMENT PARTIAL PAY

Leave Type	Employee Eligibility	Purpose of Leave	Rate of Pay	Eligible Timeframe	Documentation Required
Annual Leave	Classified Employees	Available for personal use. May be used after PHEL and Emergency Sick Leave balances are exhausted or to supplement other leave types.	100%	Varies based on years of state service and available balance.	Approval by Supervisor
Compensatory or Overtime Leave	Classified Employees who qualify	Available for personal use. May be used after PHEL and Emergency Sick Leave balances are exhausted or to supplement other leave types. Compensatory leave expires 12 months after it is awarded. Overtime leave does not expire but may be subject to agency-imposed maximum limits.	100%	Varies based on employee.	Approval by Supervisor
Recognition Leave	Classified Employees who qualify	Available for personal use. May be used after PHEL and Emergency Sick Leave balances are exhausted or to supplement other leave types. Recognition leave expires 12 months after being awarded.	100%	Varies based on employee.	Approval by Supervisor

EXISTING FAMILY & MEDICAL LEAVE ACT CATEGORIES⁵

Leave Type	Employee Eligibility	Purpose of Leave	Rate of Pay	Eligible Timeframe	Documentation Required
Family and Medical Leave (FMLA) – Personal	Classified & Wage Employees who meet eligibility criteria	Provides eligible employees with up to 12 weeks of job protection per leave year for an employee’s own serious health condition or birth/adoption. This is unpaid leave time.	Employees may charge personal leave balances to receive pay.	Up to a maximum of 12 weeks total for FMLA-personal, FMLA-family and FFCRA Expanded FML	Federal FMLA Certification Form Consultation with HR Required.
Family and Medical Leave (FMLA) - Family	Classified & Wage Employees who meet eligibility criteria	Provides eligible employees with up to 12 weeks of job protection per leave year for caretaking of and eligible family member who has a serious health condition.	Employees may charge personal leave balances to receive pay.	Up to a maximum of 12 weeks total for FMLA-personal, FMLA-family and FFCRA Expanded FML.	Federal FMLA Certification Form Consultation with HR Required.

⁵ Excludes FMLA – for Military Exigency (12 weeks) and for Caretaking of Family Member III or Injured During Deployment (26 weeks)
 COVID-19: Leave Type Charts for Employees and Supervisors