

Coronavirus Pandemic Leave Guide



To the extent possible, we encourage the use of flexible work schedules to allow you to perform your job duties. If you are not able to perform your job duties, there are a variety of leave options based on the reason for leave. The Leave Guide identifies reasons for leave (both related and unrelated to COVID-19) and informs you of the different leave types that you may use based on the different reasons. Not all employees will be eligible for all leave types, and not all leave types will be applicable or available for every reason. The guide below also provides some additional detail regarding eligibility, entitlements, and how to use the leave. Using the steps below, this guide will help to identify leave options specific to you. For assistance, please email leave@utsystem.edu.

1. Identify your Reason for requesting leave.
2. Review the Applicable Leave associated with the identified Reason.
3. Select the Applicable Leave best suited for you by considering the associated Entitlement.
4. Refer to the How to Use instructions associated with the selected Applicable Leave.

Reason	Details/Conditions	Applicable Leave Type(s)	Eligibility	Entitlement	How to Use
Ordered Quarantine or Self-Quarantine	Pursuant to government order or advice of a health care provider.	Sick, Extended Sick Leave, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> ▪ Extended Sick Leave: amount awarded based on medical documentation ▪ All other leaves: Available leave balance 	<ul style="list-style-type: none"> ▪ Extended Sick Leave: contact leave@utsystem.edu ▪ All other leaves: submit leave request to manager
COVID-19 Symptoms	Experiencing COVID-19 symptoms and seeking medical diagnosis.	Sick, Sick Leave Pool, Extended Sick Leave, Family & Medical Leave, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> ▪ Family & Medical Leave: 480 hours per 12 months ▪ Sick Leave Pool: 720 hours per event ▪ Extended Sick Leave: amount awarded based on medical documentation ▪ All other leaves: Available leave balance 	<ul style="list-style-type: none"> ▪ Family & Medical Leave: contact leave@utsystem.edu ▪ Sick Leave Pool: contact leave@utsystem.edu ▪ Extended Sick Leave: contact leave@utsystem.edu ▪ All other leaves: submit leave request to manager
Self or Family Member Illness	Employee or immediate family member's illness/injury <i>unrelated</i> to COVID-19.	Sick*, Sick Leave Pool*, Extended Sick Leave*, Family & Medical Leave, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> ▪ Family & Medical Leave: 480 hours per 12 months ▪ Sick Leave Pool: 720 hours per event ▪ Extended Sick Leave: amount awarded based on medical documentation ▪ All other leaves: Available leave balance 	<ul style="list-style-type: none"> ▪ Family & Medical Leave: contact leave@utsystem.edu ▪ Sick Leave Pool: contact leave@utsystem.edu ▪ Extended Sick Leave: contact leave@utsystem.edu ▪ All other leaves: submit leave request to manager
School Closure/ Unavailable Child Care	Care for a child (under age 18) whose school or child care provider is closed or unavailable for reasons related to COVID-19.	Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	Available leave balance	<ul style="list-style-type: none"> ▪ Submit leave request to manager
Personal Leave	Not due to illness, injury or COVID-19.	Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	Due to the current environment, your manager may ask you to adjust or postpone your request. Business need will be a primary consideration in reviewing leave requests.	<ul style="list-style-type: none"> ▪ Submit leave request to manager

* Sick, Sick Leave Pool, and Extended Sick Leave may be used to care for immediate family members as defined in [HOP 3.3.1: Leave Policy, Sec. 7 Sick](#).