

# 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 terms, your entitlement (including pay rate and hour and pay caps), and the process for using the leave. Using the steps below, this guide will help to identify leave options specific to you. For assistance, please email [leave@utsystem.edu](mailto: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 Eligibility and 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
<b>Ordered Quarantine or Self-Quarantine</b>	Pursuant to government order or advice of a health care provider.	Emergency Paid Sick Leave (EPSL)	Hourly and Salaried Employees	<ul style="list-style-type: none"> <li>Up to 80 hours (Prorated for part-time employees)<sup>1</sup></li> <li>Regular rate of pay</li> <li>Capped at \$511/day (\$5,110 total)</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">EPSL request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EPSL-Self” leave type</li> </ul>
		Sick, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul>
<b>COVID-19 Symptoms</b>	Experiencing COVID-19 symptoms and seeking medical diagnosis.	Emergency Paid Sick Leave (EPSL)	Hourly and Salaried Employees	<ul style="list-style-type: none"> <li>Up to 80 hours (Prorated for part-time employees)<sup>1</sup></li> <li>Regular rate of pay</li> <li>Capped at \$511/day (\$5,110 total)</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">EPSL request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EPSL-Self” leave type</li> </ul>
		Sick, Sick Leave Pool, Family & Medical Leave, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul>
<b>Care for Quarantined Individual</b>	Pursuant to federal, state, or local government order or advice of a health care provider.	Emergency Paid Sick Leave (EPSL)	Hourly and Salaried Employees	<ul style="list-style-type: none"> <li>Up to 80 hours (Prorated for part-time employees)<sup>1</sup></li> <li>2/3 regular rate of pay</li> <li>Capped at \$200/day (\$2,000 total)</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">EPSL request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EPSL-Other” leave type</li> </ul>
		Sick <sup>2</sup> , Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul>

# Coronavirus Pandemic Leave Guide



Reason	Details/Conditions	Applicable Leave Type(s)	Eligibility	Entitlement	How to Use
<b>School Closure/ Unavailable Child Care</b>	Care for a child (under age 18) whose school or child care provider is closed or unavailable for reasons related to COVID-19.	Emergency Paid Sick Leave (EPSL)	Hourly and Salaried Employees	<ul style="list-style-type: none"> <li>Up to 80 hours (Prorated for part-time employees)<sup>1</sup></li> <li>2/3 regular rate of pay</li> <li>Capped at \$200/day (\$2,000 total)</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">EPSL request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EPSL-Other” leave type</li> </ul>
		Expanded Family & Medical Leave (EFML)	Hourly and Salaried Employees who have worked for at least 30 days	<ul style="list-style-type: none"> <li>Up to 480 hours (Prorated for part-time employees)<sup>3</sup></li> <li>First 80 hours are unpaid:                             <ul style="list-style-type: none"> <li>May use EPSL or personal paid leave</li> </ul> </li> <li>After the first 80 hours up to 480 hours:                             <ul style="list-style-type: none"> <li>2/3 regular rate of pay</li> <li>Capped at \$200/day (\$10,000 total)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">FML request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EFML” leave type</li> </ul>
		Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul>
<b>Substantially-similar Condition</b>	Any other substantially similar condition specified by HHS Secretary	Emergency Paid Sick Leave (EPSL)	Hourly and Salaried Employees	<ul style="list-style-type: none"> <li>Up to 80 hours (Prorated for part-time employees)<sup>1</sup></li> <li>2/3 regular rate of pay</li> <li>Capped at \$200/day (\$2,000 total)</li> </ul>	<ul style="list-style-type: none"> <li>Complete &amp; submit the <a href="#">EPSL request form</a></li> <li>Notify your manager of request submission</li> <li>Upon approval from OTI (HR), ensure your manager is aware of your leave plans</li> <li>Submit leave request &amp; timesheet using “EPSL-Other” leave type</li> </ul>
		Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul>
<b>Self or Family Member Illness</b>	Employee or immediate family member’s illness/injury <i>unrelated</i> to COVID-19.	Sick, Sick Leave Pool, Family & Medical Leave, Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	<ul style="list-style-type: none"> <li>Available leave balance</li> <li>Regular rate of pay</li> <li>No pay cap</li> </ul>	<ul style="list-style-type: none"> <li>Sick, Vacation, Floating Holiday, Compensatory Time, Overtime                             <ul style="list-style-type: none"> <li>Submit leave request &amp; timesheet reflecting appropriate leave type</li> </ul> </li> <li>Sick Leave Pool and Family &amp; Medical Leave                             <ul style="list-style-type: none"> <li>Contact <a href="mailto:leave@utsystem.edu">leave@utsystem.edu</a></li> </ul> </li> </ul>
<b>Personal Leave</b>	Not due to illness, injury or COVID-19.	Vacation, Floating Holiday, Compensatory Time, Overtime	Salaried Employees	Due to the current environment, please be aware 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"> <li>Submit leave request and submit timesheet reflecting appropriate leave type</li> </ul>

<sup>1</sup> Combined total between Emergency Paid Sick Leave for all reasons may not exceed 80 hours.

<sup>2</sup> Sick may be used to care for immediate family members as defined in [HOP 3.3.1: Leave Policy, Sec. 7 Sick](#).

<sup>3</sup> Combined total between FML and EFML may not exceed 480 hours.