

COVID-19: New Salaried Emergency Leave Available

In response to COVID-19, the University of Wyoming has made a new time reporting code available. This code will be used by salaried exempt and non-exempt benefited employees to record time they are unable to work due to COVID-19 related factors. The Salary Emergency Leave with Pay time reporting code is available to be used during the period March 15 – April 30, 2020.

The [COVID-19 Frequently Asked Questions](#) provide guidance on when Salary Emergency Leave with Pay should be utilized. The following are some situations in which employees may qualify to use this time reporting code:

- If employee is confirmed to have COVID-19, is waiting on test results on COVID-19 and/or showing symptoms of COVID-19.
- If employee is caring for a family member who is sick with COVID-19, waiting for test results on COVID-19 and/or showing symptoms of COVID-19 AND the employee is unable to work remotely.
- Employee has direct exposure to someone diagnosed with COVID-19 AND is unable to work remotely.

Employees who qualify for use of the Salary Emergency Leave with Pay will record it using the time card in HCM. See the new [Salary Emergency Leave with Pay Quick Reference Guide](#) for complete directions. The following are key factors in the use of this time reporting code:

- A maximum of 80 hours of Salary Emergency Leave with Pay can be used.
- All 80 hours must be taken consecutively.
- Should an employee need leave beyond the 80 hours of Salary Emergency Leave with Pay, earned Paid Time Off (PTO) such as sick leave should be used.

Supervisors should consult the [Approving Time Cards with Salary Emergency Leave with Pay Quick Reference Guide](#), to ensure accurate processing of time cards. Supervisors are asked to review the [COVID-19 Frequently Asked Questions](#) to confirm the Salary Emergency Leave with Pay code is being correctly utilized. Any questions should be directed to covid19@uwyo.edu.

Thank you,

Human Resources and Payroll