Proposed Leave Process - Paid Time Off

The proposed leave process will permit employees to utilize two currently in-place policies to allow up to four weeks of paid leave, for all employees, for qualifying COVID-19 related reasons.

1. The first type of leave is the federally created Emergency Sick Leave with Pay related to COVID-19 which allows for up to 80 hours of paid leave for full-time and 40 hours for part-time employees, for specific COVID-19 related categories. Benefited employees will submit a time card in HCM, while part-time non-benefited employees will use the Emergency Sick Leave Form.

2. If the employee has exhausted the Emergency Sick Leave with Pay, they may request to use the Pandemic Supplemental Sick Leave Policy. This will provide another 80 hours of leave for full-time and up to 40 hours for part-time. Benefited employees will submit a time card in HCM, while part-time non-benefited will use the UW Pandemic Sick Leave Form.

3. If a benefited employee needs additional time off, employees can utilize their personal Sick/Comp-Time/Vacation leave banks. Leave for other non-COVID-19 ailments (e.g. sprained ankle) will be drawn from their regular sick leave bank.
Salaried Full-Time Employee

Below is an example of the proposed sick leave experience for a COVID-19 related instance for a salaried full-time employee. The Supplementary Pandemic Sick Leave provides for up to four weeks of additional leave with pay for COVID-19 related issues.

Emergency Sick Leave with Pay

The Employee may utilize the Emergency Sick Leave (Federally Mandated) Leave for up to a total of 80 hours for COVID-19 instances listed below.

UW Pandemic Supplemental Sick Leave

Employee will need to request the UW Pandemic Supplementary Sick Leave. This is up to an additional 80 hours.

Personal Leave Banks

If additional time is needed employees will use their Sick/Comp-Time/Vacation leave banks.

Qualifying COVID-19 related instances

- Sick with COVID-19.
- Caring for someone with COVID-19.
- Quarantined due to exposure to someone with COVID-19.
- Caring for a child (18 and under, or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

If the person is asymptomatic and can work remotely, then sick leave is not needed to be used.
Non-benefited Employee

Below is an example of the proposed sick leave experience for a COVID-19 related instance for a non-benefited employee. The two policies provide for up to four weeks of leave with pay for COVID-19 related issues.

Emergency Sick Leave with Pay

The Employee may utilize FFRCA (Federally Mandated) Leave for up to 2 weeks.

For part-time employees this will be prorated to their set FTE or scheduled hours in HCM. For example if the individual has their scheduled hours set for 16 hours per week, they will be eligible for only 32 hours of Emergency leave with pay.

UW Pandemic Supplemental Sick Leave

Employee will need to request the UW Pandemic Supplementary Sick Leave. This is up to an additional 40 hours based on the part-time FTE for the employee.

Qualifying COVID-19 related instances

• Sick with COVID-19.
• Caring for someone with COVID-19.
• Quarantined due to exposure to someone with COVID-19.
• Caring for a child (18 and under, or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

If the person is asymptomatic and can work remotely, then sick leave is not needed to be used.