

**Guide for Using Emergency Leave With Pay (ELWP) Paid Time Code  
For Salaried/Benefited and Hourly/Non-Benefited (Non-Student) Employees**

**Instructions:** Please use this guide to (a) determine if you are eligible to use UW's ELWP time code and, if so, (b) how you should properly use the code. If you are uncertain whether you qualify for using ELWP, please contact your supervisor or HR. For hourly/non-benefited (non-student) employees, please complete the Request for Emergency Leave with Pay form to initiate the process. This form requires your supervisor's signature and then the completed form should be submitted to payroll11@uwyo.edu.

Situation	Example	SALARIED Absence Coding Instructions	HOURLY Time Coding Instructions
Experiencing COVID-19 symptoms and is seeking a medical diagnosis.	I'm not feeling well and I have seen a physician, and I'm waiting to receive my test results for COVID.	Enter ELWP absence code beginning with day you missed work because of symptoms. The maximum number of hours you can use is 80. After ELWP is exhausted, please use Paid Time Off (PTO), then Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days or until you test negative for COVID.	Hourly ELWP time code will be used beginning with day you missed work because of symptoms. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days or until you test negative for COVID. Complete form to initiate.
Has been advised by a health care provider to self-quarantine related to COVID-19 AND cannot work from home.	I have a serious health condition that makes me "high risk" and my doctor has ordered me to stay home AND I cannot work remotely due to the nature of my job.	Enter ELWP absence code beginning with day you missed work as directed by health care provider (written document required). The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code.	Hourly ELWP time code will be used beginning with day you missed work as directed by health care provider (written document required). The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. Complete form to initiate.
Subject to a Federal, State, or local quarantine or isolation order related to COVID-19 AND cannot work from home.	I can't work because of a "shelter in place" order has been issued in my community where I work AND I cannot work remotely due to the nature of my job.	Enter ELWP absence code beginning with day you missed work because your place of employment was closed. The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code.	Hourly ELWP time code will be used beginning with day you missed work because your place of employment was closed. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. Complete form to initiate.
Caring for an individual subject to a quarantine order, or has been advised by a health care provider to self-quarantine.	I am caring for someone who is self-quarantined because they are "high risk" or under a "shelter in place" order AND I cannot work remotely due to the nature of my job.	Enter ELWP absence code beginning with day you missed work because of your responsibility to care of this individual. The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code.	Hourly ELWP time code will be used beginning with day you missed work because of your responsibility to care of this individual. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. Complete form to initiate.
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.	My children are home and I need to be home to care for them because there is no available alternative AND I cannot work remotely due to the nature of my job.	Enter ELWP absence code beginning with day you missed work because of your responsibility to care for your child(ren). The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code. You can continue in this posture until your child care needs work themselves out.	Hourly ELWP time code will be used beginning with day you missed work because of your responsibility to care for your child(ren). The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You can continue in this posture until your child care needs work themselves out. Note that FLMA may apply here. Complete form to initiate.
I am not feeling well with COVID related symptoms but have not seen a health care professional, nor have I been tested.	I have COVID symptoms but I have not yet seen a physician.	Enter ELWP time code beginning with day you missed work because of symptoms. The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code.	Hourly ELWP time code will be used beginning with day you missed work because of symptoms. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days or until you test negative for COVID. Complete form to initiate.
A member of my household, or someone I have had close contact with, has been diagnosed with COVID-19.	My spouse is showing COVID symptoms, and she is trying to see a doctor to get tested.	Enter ELWP time code beginning with day you missed work because your household member was showing symptoms. The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days or until your household member tests negative for COVID.	Hourly ELWP time code will be used beginning with day you missed work because your household member was showing symptoms. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days or until your household member tests negative for COVID. Complete form to initiate.
I, or a member of my immediate family, recently returned from a Level 3 country as designated by the CDC.	My spouse just returned from an international trip to Italy.	Enter Hourly ELWP time code beginning with day you missed work because your household member returned from abroad. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule (contact HR for help calculating this). After ELWP is exhausted, please use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days after you/family member return home.	Hourly ELWP time code will be used beginning with day you missed work because your household member returned from abroad. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days after you/family member return home. Complete form to initiate.
I recently attended a large event and subsequently learned that one of the attendees tested positive for COVID-19.	My family attended a wedding and we were in close contact with someone who tested positive.	Enter ELWP time code beginning with day you missed work because of your exposure. The maximum number of ELWP hours you can use is 80. After ELWP is exhausted, please use PTO, then Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days from your last exposure.	Hourly ELWP time code will be used beginning with day you missed work because of your exposure. The maximum number of ELWP hours you can use is prorated based on your regular two-week work schedule. After ELWP is exhausted, you will use Absent Without Pay (AWOP) time code. You should self-isolate for 14 consecutive days from your last exposure. Complete form to initiate.

**Please contact HR for requesting leave and acquire the required documentation. In all situations below, remote work should first be explored before emergency leave is applied.**