

Benefits: Emergency Time Off and COVID-19 Time Off Requests

Audience: Eligible Employees



Overview

When, in the face of extraordinary circumstances, Carnegie Mellon University declares an emergency or event that is emergency-time-off eligible, eligible CMU employees are authorized to use up to 10 days of paid Emergency Time Off as they navigate the current state of emergency.

The purpose of Emergency Time Off is to cover eligible employees who are unable to work remotely, who must be off to care for their dependents, or who are in a high risk category as defined by the CDC. Depletion of all other available paid time off and leave options and balances is an eligibility requirement for university Emergency Time Off.

In addition to Emergency Time Off, the university is providing another time off option for eligible employees that are working on-site or remotely and need time away from work because they have been diagnosed with COVID-19 or because they are working on-site and have been ordered to self-isolated due to exposure to COVID-19. This COVID-19 Time Off provides eligible employees with up to 10 paid days of time off, without depleting available paid time off and leave options.

University Emergency Time Off and COVID-19 Time Off applies only when an emergency or event is declared emergency-time-off eligible by CMU's Executive Management Team.

Additional information, including eligibility requirements, can be found here:

<https://www.cmu.edu/hr/coronavirus/emergency-time-off.html>.

Employees can request University Emergency Time Off or COVID-19 Time Off by submitting a University Emergency Time Off/COVID-19 Time Off Request in Workday. Step-by-step instructions are below. For additional assistance, please contact your [HR business partner](#).

Requesting Emergency Time Off and COVID-19 Time Off Via Workday

Employees must notify their supervisor of the need to use Emergency Time Off or COVID-19 Time Off by submitting a request through Workday. This document provides the instructions for submitting a request through Workday.

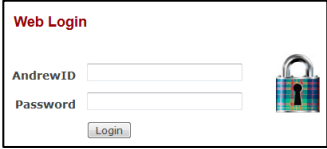
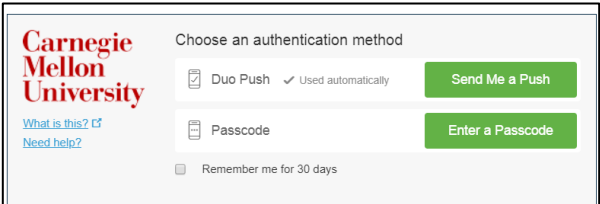
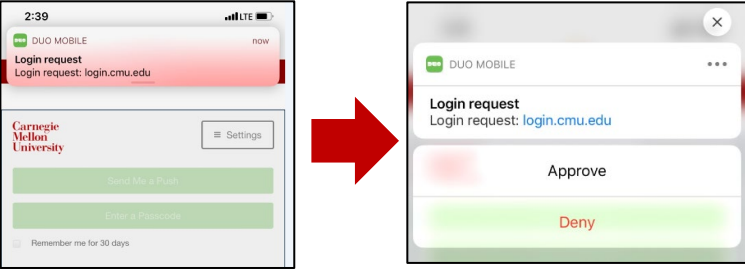
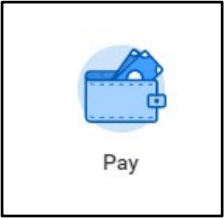
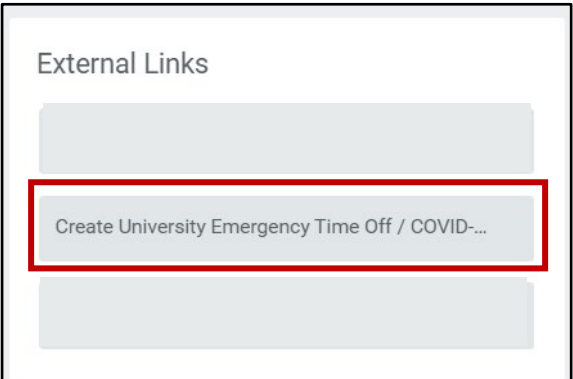
When the need to use Emergency Time Off or COVID-19 Time Off is foreseeable, the employee must submit a request through Workday in advance. When the need is not foreseeable (e.g. due to sudden illness or emergency), the employee should provide notice to their supervisor and submit a request through Workday at least one (1) hour before the beginning of the employee's normal schedule or as soon as possible under the circumstances.

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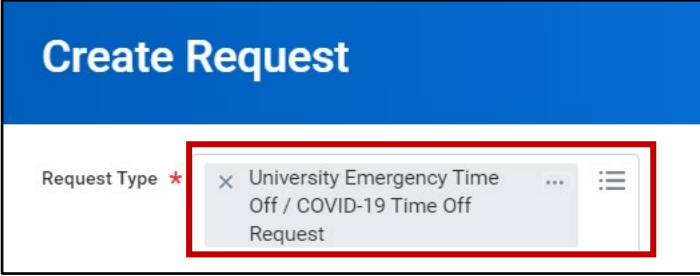
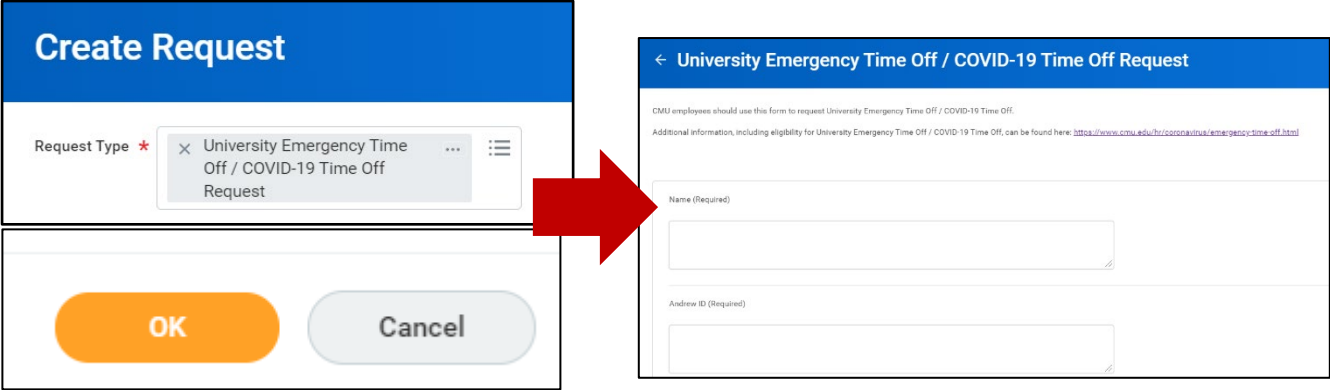
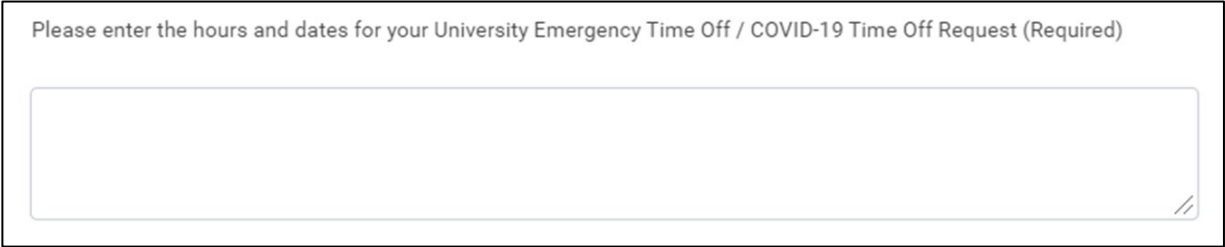
Submitting a University Emergency Time Off or COVID-19 Time Off Request

Step	Details
1	<p>Log in to Workday:</p> <ol style="list-style-type: none">1. Select the Workday Login icon found on the HR Service Center website at https://www.cmu.edu/hr/service-center/hr-systems.html.2. The Web Login page displays. Enter your Andrew ID and password and select Login.  <ol style="list-style-type: none">3. Complete DUO authentication – choose an option:<ol style="list-style-type: none">a. DUO Push (smart phone or tablet): click Send Me a Pushb. Passcode (one-time code via DUO mobile app or DUO hardware token): click Enter a Passcode4. Use your device or hardware token to complete the authentication:  
2	<p>From your Workday homepage, select the Pay worklet/application.</p> 
3	<p>In External Links, select the Create University Emergency Time Off/COVID-19 Time Off Request option.</p> 

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Step	Details
4	<p>The Create Request screen displays. From the Request Type dropdown, select All and then the University Emergency Time Off/COVID-19 Time Off Request radio button below All. University Emergency Time Off Request displays.</p> 
5	<p>To open the form, select OK. The form displays.</p> <p>Note: You can click on the link at the top of the form to learn more about the Emergency Time Off and COVID-19 Time Off program, and then close the window to return to the form.</p> 
6	<p>Complete the form with the following information:</p> <ul style="list-style-type: none"> • Name • Andrew ID • Email Address • Work Location (On site or remote) • Date(s) for your University Emergency Time Off or COVID-19 Time Off Request  <ul style="list-style-type: none"> • Reason for Request • Time Off type being requested • Are you paid hourly or do you receive a salary? • Position scheduled to work on dates absent • Pay rate for position scheduled to work on absence dates

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Step	Details
7	<p>To submit the form, select Submit. When the form is successfully submitted, the “You have submitted” screen displays. Note that the form will not submit if any of the fields marked “(Required)” are left empty.</p> <div data-bbox="207 310 969 451"></div> <div data-bbox="207 493 1304 913"></div>
8	Leaves Administration will notify you via Workday regarding the status of your request.