

Work and Leave Options Guidance effective June 1, 2020 until further notice

Definitions:

PTO: Paid Time Off is what most staff members accrue monthly and use for time off from work.

Unearned PTO: When an employee takes paid time off before they have accrued it.

COVID-19 Time Off: COVID-19 Time Off is a temporary leave plan to allow staff members additional paid time off due to a diagnosis of (working on- or off-site) or an order to self-isolate (if working on-site) as a result of exposure to COVID-19.

ETO: Emergency Time Off is a temporary leave plan to allow staff members additional paid time off.

PSL: Pittsburgh Sick Leave is a sick leave plan for part-time and temporary staff, who are not eligible for PTO.

TES: Temporary Employment Service

	Description of Scenario:	Take the following action:	Exempt Staff	Non-Exempt Staff	Part-Time/TES	Union Staff
A	<p>You have been asked not to report to your regular job on campus due to the current emergency;</p> <p>You are working remotely and have been <u>instructed</u> to self-isolate by your doctor but are not sick;</p> <p>A member of your family is sick with COVID-19, and you need to take care of them, but have some ability to work;</p> <p>You do not want to come to work because you are afraid of catching COVID-19;</p> <p>You prefer to stay home or work remotely because you or a dependent have health immunity concerns;</p> <p>You have a child and schools/daycares have been closed. Your child is not sick, but you do not have childcare.</p>	<p>Inform and discuss with your supervisor via email, stay home</p>	<p>Work remotely if have remote work; Use accrued PTO; Use floating holidays; Then, you can use ETO.</p> <p>Then, you can use unearned PTO balance up to 10 days, if necessary.</p> <p>Then you can go on unpaid status.</p> <p>You may be eligible for Family Medical Leave.</p>		<p>Part-Time: Work remotely, if you have remote work; Use PSL; Then you can use ETO.</p> <p>Then you can go on unpaid status.</p> <p>You may be eligible for Family Medical Leave.</p> <p>TES: Work remotely, if you have remote work; If not, you can use PSL; Then, you can use ETO.</p> <p>Then you can go on unpaid status;</p> <p>You may be eligible for Family Medical Leave.</p>	<p>Refer to your collective bargaining agreement and discuss with your local representative any applicable temporary COVID-19 policies.</p>

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	Description of Scenario:	Take the following action:	Exempt Staff	Non-Exempt Staff	Part-Time/TES	Union Staff
B	<p>You are working on- or off-site and have been diagnosed with COVID-19;</p> <p>You are working on-site and have been <u>instructed</u> to self-isolate by your doctor due to exposure to or a suspected diagnosis of COVID-19.</p>	<p>Inform your supervisor via email, stay home, request leave if applicable</p>	<ul style="list-style-type: none"> Use COVID-19 Time Off; If you expect your illness to last more than fourteen consecutive days, please apply for Short Term Disability (STD) and Family Medical Leave (FML). 		<p>Use PSL; Then, you can use ETO.</p> <p>Then you can go on unpaid status.</p> <p>You may be eligible for Family Medical Leave.</p>	<ul style="list-style-type: none"> Use COVID-19 Time Off; If you expect your illness to last more than fourteen consecutive days, please apply for Short Term Disability (STD) and Family Medical Leave (FML).
C	<p>You are sick with an illness other than COVID-19 or are unsure if you have COVID-19</p>	<p>Inform your supervisor via email, stay home, request leave if applicable</p>	<ul style="list-style-type: none"> If you expect your illness to last more than seven consecutive days, please apply for Short Term Disability (STD) and Family Medical Leave (FML). If you expect your illness to last less than seven consecutive days, please follow the instructions in the <u>Request Time Off Quick Guide [pdf]</u>, or the provisions of your collective bargaining agreement, to request time off with pay (Paid Time Off [PTO], Floating Holidays, vacation, etc.). If you have no available time off with pay, you may be eligible for <u>Emergency Time Off</u>. 		<p>Use PSL; Then, you can use ETO.</p> <p>Then you can go on unpaid status.</p> <p>You may be eligible for Family Medical Leave.</p>	<ul style="list-style-type: none"> If you expect your illness to last more than seven consecutive days, please apply for Short Term Disability (STD) and Family Medical Leave (FML). If you expect your illness to last less than seven consecutive days, please follow the instructions in the <u>Request Time Off Quick Guide [pdf]</u>, or the provisions of your collective bargaining agreement, to request time off with pay (Paid Time Off [PTO], Floating Holidays, vacation, etc.). If you have no available time off with pay, you may be eligible for <u>Emergency Time Off</u>
D	<p>You prefer to go out on a leave of absence</p>	<p>Discuss with your supervisor</p>	<p>Discuss with your supervisor</p>		<p>Discuss with your supervisor</p>	<p>N/A</p>
E	<p>You have a question that is not covered in this guide</p>	<p>Contact your supervisor</p>				

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Unpaid Time Off Options:

- **Unpaid time off before using all available PTO**

Normally unpaid time off would only be an option after all Paid Time off (PTO) is depleted, but as a temporary adjustment to policy during this extraordinary time, employees can request unpaid time off before using all available PTO. Work with your supervisor for approval and time keeper ([guide for time keepers](#)) to enter the request.

- **Unpaid Personal Leave of Absence**

As a temporary exception to the process outlined in the [Staff Handbook](#), full time and part time exempt and non-exempt staff can request an unpaid personal leave of absence *without benefits* of up to twelve months before using all available PTO. Work with your supervisor as detailed in the staff handbook to gain approval.

For CMU work locations outside of Pittsburgh, both domestic and international, please consult with your local Human Resources Representative for time off and leaves information for your specific location.