

**Work and Leave Options Guidance updated as of February 19, 2022 until further notice**

**Definitions:**

**PTO (Paid Time Off):** Days that are accrued monthly by most staff members to be used for time off from work

**Unearned PTO:** Paid Time Off taken by an employee before they have accrued it

**COVID-19 Time Off:** A temporary leave plan to allow staff members additional paid time off when they are adversely impacted by COVID-19

**ETO (Emergency Time Off):** A temporary leave plan to allow staff members additional paid time off once all other types of eligible paid time off and leave are depleted

**PSL (Pittsburgh Sick Leave):** A sick leave plan for part-time and temporary staff based in the city of Pittsburgh who are not eligible for PTO

**TES:** CMU's Temporary Employment Service

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

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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 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 to enter the request.

- **Unpaid Personal Leave of Absence**

As a temporary exception to the process outlined in the [Staff Handbook \[pdf\]](#), 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.

*\*Employees based in [Pittsburgh](#) and [California](#) should review the applicable city or state specific legislation for more information on the qualifying reasons and leave entitlement based on your position.*

*For CMU work locations outside of Pittsburgh, both domestic and international, please consult with your local Human Resources representative for questions relating to time off and leaves.*