

Guide for Leave-Related Absences due to COVID-19

Effective April 20, 2020

Use of leave is governed by federal law and state statute, DAS policies and collective bargaining agreements (CBA). This guide was created to outline various scenarios specific to COVID-19 that may occur relating to pay and leave. Contact the Chief Human Resources Office if you have questions.

	SCENARIOS	TELEWORKING	ALL EMPLOYEES	PAID/UNPAID LEAVE CLASSIFIED UNREPRESENTED, MANAGEMENT SERVICE, AND UNCLASSIFIED EXECUTIVE SERVICE EMPLOYEES; EMPLOYEES REPRESENTED BY SEIU, AEE, AFSCME CENTRAL TABLE, AND DOC LOCALS; AND EMPLOYEES COVERED BY AN AFSCME CENTRAL TABLE OR DOC COLLECTIVE BARGAINING AGREEMENT.
1.	School Closures. Employee needs to be at home because of a school, preschool or daycare closure.	Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.	<p>Employees use up to 80 hours of Federal Emergency Paid Sick Leave (Payroll code CV).</p> <p>Total CV may not exceed 80 hours. CV can be taken intermittently in any increment upon approval of a supervisor.</p> <p>Employees who have been employed for at least 30 days receive 12 weeks of protected Expanded Family and Medical Leave (EFMLA), the first 10 days or 80 hours (prorated for part time) may be unpaid. (Employee can elect to take CV or accrued leave instead of unpaid.)</p> <p>Paid EFMLA payroll code is CXT. CXT can be taken intermittently in any increment up approval of a supervisor.</p> <p>Employees who are eligible for Oregon Family Leave Act (OFLA) may take OFLA protected leave for this reason. OFLA may be taken intermittently and will run concurrently with EFMLA.</p>	<p>If telework is not available or the employee chooses not to telework, employees use Federal Emergency Paid Sick Leave (CV) and EFMLA (CXT). Once CV and CXT is exhausted and telework is not available or the employee chooses not to telework:</p> <ol style="list-style-type: none"> 1. The employee must use all their accrued leave (e.g., vacation, sick, personal business, etc.) before entering into leave without pay. 2. If the employee so chooses, they can maintain a sick leave balance of forty (40) hours or less. 3. Employees who fall into #1 and #2 above may elect to request donated leave. There is not a cap on how much donated leave an employee can receive. Donators may donate their sick, vacation, compensatory, straight, and/or personal business leave. 4. Only employees who have exhausted all leave (#1) are eligible to borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours. <p>See SEIU, AEE and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>
2.	Worksite Closures. An agency closes its operations and does not allow employees to work onsite.	<p>Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.</p> <p>Essential personnel may be required to telework or report to a different worksite.</p>	N/A	<p>Employee will be placed on paid administrative leave (MPL) up for to two (2) weeks.</p> <p>Thereafter, use of inclement weather/hazardous conditions leave for building closures or curtailments will be determined as outlined in Inclement Weather/Hazardous Conditions provisions in collective bargaining agreements and State HR Policy 60.015.01, Temporary Interruption of Employment.</p>

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3.	Medically Mandated Employees. Employee is medically mandated to stay home because they have been exposed to COVID-19, or it has been recommended by the employee's health care provider that they remain at home for symptoms consistent with COVID-19.	Employee is encouraged to telework if their position is suitable for telework, supplies are available, the network can accommodate it, and telework has not been restricted by their health care provider.	<p>Employees use up to 80 hours of Federal Emergency Paid Sick Leave (Payroll code CV).</p> <p>Total CV may not exceed 80 hours. CV can be taken intermittently in any increment if the employee is teleworking upon approval of a supervisor.</p> <p>If not teleworking, CV is used continuously in full-day increments until the leave is exhausted or the reason for leave no longer exists.</p> <p>Depending on circumstances, FMLA/OFLA protected leave may be available.</p>	After the exhaustion of Federal Emergency Paid Sick Leave (CV), if telework is not available or the employee is not released to work, the employee is placed on paid administrative leave (MPL) until medically released to work.
4.	Seeking Diagnosis. Employee is actively seeking a medical diagnosis for symptoms of COVID-19	Employee is encouraged to telework if their position is suitable for telework, supplies are available, the network can accommodate it, and telework has not been restricted by their health care provider.	<p>Employees use up to 80 hours of Federal Emergency Paid Sick Leave (Payroll code CV).</p> <p>Total CV may not exceed 80 hours. CV can be taken intermittently in any increment if the employee is teleworking upon approval of a supervisor.</p> <p>If not teleworking, CV is used continuously in full-day increments until the leave is exhausted or the reason for leave no longer exists.</p>	After the exhaustion of Federal Emergency Paid Sick Leave (CV), employee uses accrued leave until medical diagnosis is made.

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5.	Self-Quarantined Employees. Employee believes they may have been exposed to COVID-19; may have COVID-19 symptoms and because of this, the employee wishes to self-quarantine. The employee is not seeking a medical diagnosis.	Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.		<p>If telework is not available or the employee chooses not to telework:</p> <ol style="list-style-type: none"> 1. The employee must use all their accrued leave (e.g., vacation, sick, personal business, etc.) before entering into leave without pay. 2. If the employee so chooses, they can maintain a sick leave balance of forty (40) hours or less. 3. Employees who fall into #1 and #2 above may elect to request donated leave. There is not a cap on how much donated leave an employee can receive. Donators may donate their sick, vacation, compensatory, straight, and/or personal business leave. 4. Only employees who have exhausted all leave (#1) are eligible to borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours. <p>Employee's use of leave is allowable for one continuous incubation period, which may extend beyond fourteen (14) calendar days in certain circumstances. See SEIU, AEE and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>
6.	Employees in high-risk groups. Employee is in a high-risk group for serious illness from COVID-19 and wishes to stay home.	Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.	N/A	<p>If telework is not available or the employee chooses not to telework:</p> <ol style="list-style-type: none"> 1. The employee must use all their accrued leave (e.g., vacation, sick, personal business, etc.) before entering into leave without pay. 2. If the employee so chooses, they can maintain a sick leave balance of forty (40) hours or less. 3. Employees who fall into #1 and #2 above may elect to request donated leave. There is not a cap on how much donated leave an employee can receive. Donators may donate their sick, vacation, compensatory, straight, and/or personal business leave. 4. Only employees who have exhausted all leave (#1) are eligible to borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours. <p>See SEIU, AEE and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>

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7.	Employee in high-risk group with health care provider recommendation. The health care provider recommends the employee remain at home because the employee is in a high risk group.	Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.	<p>Employees use up to 80 hours of Federal Emergency Paid Sick Leave (Payroll code CV).</p> <p>Total CV may not exceed 80 hours. CV can be taken intermittently in any increment if the employee is teleworking upon approval of a supervisor.</p> <p>If not teleworking, CV is used continuously in full-day increments until the leave is exhausted or the reason for leave no longer exists.</p>	<p>If telework is not available or the employee chooses not to telework, employees use Federal Emergency Paid Sick Leave (CV). Once CV is exhausted and telework is not available or the employee chooses not to telework:</p> <ol style="list-style-type: none"> 1. The employee must use all their accrued leave (e.g., vacation, sick, personal business, etc.) before entering into leave without pay. 2. If the employee so chooses, they can maintain a sick leave balance of forty (40) hours or less. 3. Employees who fall into #1 and #2 above may elect to request donated leave. There is not a cap on how much donated leave an employee can receive. Donators may donate their sick, vacation, compensatory, straight, and/or personal business leave. 4. Only employees who have exhausted all leave (#1) are eligible to borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours. <p>See SEIU, AEE and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>
8.	Caring for others. Employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order or the employee is caring for someone who has been advised by a health care provider to remain at home. The individual does not need to be a family member.	Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.	<p>Employees use up to 80 hours of Federal Emergency Paid Sick Leave (Payroll code CV).</p> <p>Total CV may not exceed 80 hours. CV can be taken intermittently in any increment if the employee is teleworking upon approval of a supervisor.</p> <p>If not teleworking, CV is used continuously in full-day increments until the leave is exhausted or the reason for leave no longer exists.</p> <p>Depending on circumstances, FMLA/OFLA protected leave may be available.</p>	<p>After the exhaustion of Federal Emergency Paid Sick Leave (CV), employee uses accrued leave.</p>