

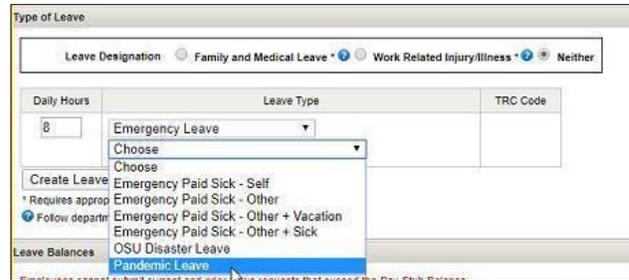
How to use leave options for COVID-19

There are multiple leave options for COVID-19 to use when you are sick or when you are caring for others. This document shows you what leave options to select based on your need. This document does not determine eligibility. For more detail, go to hr.osu.edu/coronavirus/leave. Leave options for Wexner Medical Center can be found on OneSource.

Families First Coronavirus Response Act – Emergency Paid Sick Leave

Similar to Ohio State’s regular paid sick leave, emergency paid sick leave under Families First allows employees to take paid time off to care for **themselves or an individual**, such as a child or family member, when sick. You can request emergency paid sick leave in the timekeeping system by choosing the number of hours and selecting a leave type and one of the associated reasons.

The Families First emergency paid sick leave has specific reasons for taking it, a limited number of hours and different pay rates. In the university timekeeping systems, such as eLeave (right) and Kronos, the reasons are listed as a dropdown after selecting “Emergency Leave” as the leave type. See chart below for when to select “Emergency Paid Sick – Self” and “Emergency Paid Sick – Other.”



Leave characteristics	Accrued sick leave	Families First emergency paid sick leave due to COVID-19
System leave type	Sick	Emergency Leave
Reason – Self	You have an illness/injury, medical appointments or death in family.	<ul style="list-style-type: none"> You are under a government quarantine or isolation order. You are advised by a health care provider to self-quarantine due to COVID-19. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis. For any of the above, select “Emergency Paid Sick – Self.”
Reason – Family or Others	A family member is ill or has a medical appointment.	<ul style="list-style-type: none"> You are caring for an individual subject to a government quarantine or isolation order or medically advised to self-quarantine due to COVID-19. You are caring for a son or daughter whose child care or school is unavailable. (Next page for FML options.) Other situations may be specified by the Secretary of Health and Human Services. For any of the above, select “Emergency Paid Sick – Other.”
Documentation needed	In some instances, verification, such as a doctor’s note, may be requested.	Completion of the “Emergency Paid Sick Leave Request Form” is required for approval of the leave. The form is available via the timekeeping system in DocuSign format or on the HR website as a PDF form.
Number of hours available	Up to amount accrued	Up to 80 hours, or two weeks total for all leave reasons combined, until December 31, 2020 (pro-rated based on FTE or standard schedule)
Amount of pay under this leave	100%	<ul style="list-style-type: none"> Leave for self: Paid 100% of your regular pay times the number of hours on leave, capped at \$511 per day (\$5,110) total. Leave for others: Paid 2/3 of your regular rate of pay times the number of hours on leave, capped at \$200 per day (\$2,000 total). Your existing leave balances must be used to cover your full pay. Select “Emergency Paid Sick – Other + Vacation” or “Emergency Paid Sick – Other + Sick.”

Families First Coronavirus Response Act – Family and Medical Leave

If you are caring for a son or daughter whose child care or school is closed due to COVID-19, you may also be eligible for up to 12 weeks of emergency family and medical leave (FML) job protection. Under Families First, an employee with more than 30 days of service with Ohio State may request this extended FML. To request this, take these first two steps:

- 1) Notify your department that you are requesting Families First FML.
- 2) Contact your [OHR Leave Administrator](#). You will be asked to complete the “Families First Leave Request Form.”

Note: This expanded use of FML does not extend the maximum period of FML. This leave to care for one’s child and any other qualifying reason under FML cannot exceed 12 weeks in the preceding 12 months. If all 12 workweeks of FML have already been taken, you may not take additional family and medical leave under Families First.

During an approved FML claim to care for your child whose school is closed, you may receive paid leave as follows:

FML weeks	FML pay	Additional pay options
Weeks 1-2	Unpaid	<p>You can use 80 hours of emergency paid sick leave or regular accrued vacation/comp time concurrently with the first two weeks of FML to continue to be paid. If you choose the emergency paid sick leave, you will receive 2/3 of your regular rate of pay times the number of hours of leave, capped at \$200 per day (\$2,000 in total).</p> <p>Once approved, if you wish to be paid during the first two weeks of your leave, select the “Family and Medical Leave” designation then select the Emergency Leave type, the “Emergency Paid Sick – Other” reason and number of hours.</p> <p>Your existing leave balances must be used to cover your full pay. Select “Emergency Paid Sick - Other + Vacation” or “Emergency Paid Sick - Other + Comp.”</p>
Weeks 3-12	Paid 2/3 of regular rate of pay times the number of hours of leave, capped at \$200 per day (\$10,000 total)	<p>For weeks 3-12, you will select the “Family and Medical Leave” designation then select the Emergency Leave type, and “Emergency Paid Childcare Extension” reason.</p> <p>Your existing leave balances must be used to cover your full pay. Select “Emergency Paid Child Care Extension + Vacation” or “Emergency Paid Child Care Extension + Comp.”</p>

Ohio State Disaster Leave

In addition to Families First leave options, the university offers disaster leave. Managers and HR partners will review to ensure that the correct leave option was selected. An employee is eligible for university-paid disaster leave when they are able to work but the university has no onsite work or telework available for them. Your department or unit determines if you will receive disaster leave on a week-to-week basis based on the university’s direction. Disaster leave pay is not an elective leave option. **If eligible, you can select “Emergency Leave” as the leave type and “OSU Disaster Leave” in the timekeeping system.**

Administrative Leave for Exclusions

Public Safety and Student Health Services employees are excluded from Families First leave options by law. University Administrative Leave is for employees in those two departments who cannot work or telework because they have symptoms of COVID-19 and are seeking medical treatment, were diagnosed with COVID-19, or are medically quarantined. They will receive two weeks/10 working days (up to 80 hours) of paid administrative leave in lieu of their university accrued sick time. For tracking purposes, **in the timekeeping system, select “Emergency Leave” as the leave type and “Pandemic Leave.”**