

# Emergency Paid Sick Leave

DN-HR

Tue 3/31/2020 8:59 AM

To: DN-Faculty&Staff <DN-Faculty&Staff@ad.ufl.edu>;

Good Morning,

Yesterday, an email was sent out to employees from main HR called University of Florida Updates. Within that email was a link to the COVID-19 HR website referencing the emergency paid sick leave. To make it easier, we have pulled the instructions off of the HR website and listed them below.

## Emergency Paid Sick Leave Instructions

In response to the passing of the Emergency Paid Sick Leave Act, UF is offering eligible employees up to 2 work-weeks (80 hours for a full-time employee) of a new leave benefit, which can be used as of March 24, 2020 and will expire December 31, 2020.

You would be eligible for this leave if you are currently or become unable to work *or telework* because you:

1. Are subject to a Federal, State, or local quarantine or isolation order related to COVID-19. This includes if you are not able to work due to the UF reducing to essential operations only on campus or meet the criteria of the State Surgeon General Public Health Advisory.
2. Have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. Are experiencing COVID-19 symptoms and are seeking a medical diagnosis.
4. Are caring for an individual who is subject to an order as described in (1) or self-quarantine as described in (2).
5. Are caring for your child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons; or
6. Are experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Emergency Paid Sick Leave can be used intermittently; however, in order for you to do so, you will need to work with your supervisor to devise an alternate work schedule.

Any approved use of Emergency Paid Sick Leave will be logged directly in your time sheet using a specific **Time Reporting Code, 'ESD – Emergency Paid Sick Leave,'** (additional TRC's are available for some international employees).

Please work with your supervisor or departmental Time and Labor processor for assistance in recording these hours onto your time sheet.