



# COVID-19 TIME OFF POLICY CHART

If I am a U-M Employee Who Is:	What Do I Do About My Time?	Once the Emergency Time Off Balance is Exhausted, Normal Policies Apply:
Directed to Quarantine or Isolate (individuals without symptoms or with mild symptoms)	<b>Work remotely if possible</b> If remote work is not possible, use the new COVID paid time off (RPN and PAN time reporting codes)	Short-Term Sick Time (SCK) <sup>1</sup> or Vacation if out of Short-Term Sick Paid Time Off (PTO)
Sick with COVID (or COVID symptoms) for Less Than 10 Days	Use the new COVID paid time off (RPN and PAN time reporting codes)	Short-Term Sick Time (SCK) <sup>1</sup> or Vacation if out of Short-Term Sick Paid Time Off (PTO)
Sick with COVID (or COVID symptoms) for More Than 10 Days	Use the new COVID paid time off (RPN and PAN time reporting codes) Open case with Work Connections	Extended Sick Time (ESF or ESH as applicable) For employees on the PTO plan, new COVID counts toward bridge access to Extended Sick Unpaid Medical Leave is available for employees not eligible for Extended Sick Time
Required to Care for a Family Member <sup>1,2</sup> (e.g. a sick family member or child whose school is closed in a public health emergency)	<b>Work remotely if possible</b> If remote work is not possible, use the new COVID paid time off (RPN and PAN time reporting codes)	Short-Term Sick Time-Family Care (SKF) or Public Health Emergency (SCK) or Vacation if out of Short-Term Sick Paid Time Off (PTO) Unpaid Leave of Absence as needed

Employees covered by a collective bargaining agreement should consult their contracts.

**Family and Medical Leave Act (FMLA):** If an employee is absent from work for more than 3 days due to illness or to care for a family member, the absence may qualify for FMLA. Employees should follow their unit's practice to request FMLA. The FML timekeeping code should be used in conjunction with the appropriate paid timekeeping code (e.g., SKF, SCK).

Faculty and staff who are covered by a collective bargaining agreement should consult their contract regarding eligibility for paid time off benefits.

<sup>1</sup>Campus employees who exhaust available short-term sick will be paid out of their available vacation accrual. At the employee's request, excused time without pay may be used instead of vacation. Unpaid absence longer than fourteen consecutive calendar days will require use of the appropriate unpaid leave of absence.

<sup>2</sup>If an employee's absence from work to care for a seriously ill family member qualifies for FMLA, use of short-term sick and vacation prior to the start of an unpaid FMLA leave is at the discretion of the employee.

**Resources:**

**Sick Time Pay:** [spg.umich.edu/policy/201.11-0](https://spg.umich.edu/policy/201.11-0) and [spg.umich.edu/policy/201.11-1](https://spg.umich.edu/policy/201.11-1)

**Staff Handbook:** [hr.umich.edu/working-u-m/my-employment/staff-handbook/absence-work](https://hr.umich.edu/working-u-m/my-employment/staff-handbook/absence-work)

**Michigan Medicine Human Resources:** [hr.medic.umich.edu](https://hr.medic.umich.edu)

**Union Contracts:** [hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules](https://hr.umich.edu/working-u-m/my-employment/union-contracts-wage-schedules) and [hr.umich.edu/working-u-m/my-employment/faculty-human-resources-services/contracts](https://hr.umich.edu/working-u-m/my-employment/faculty-human-resources-services/contracts)

**Work Connections:** [workconnections.umich.edu](https://workconnections.umich.edu)

**Family and Medical Leave Act (FMLA):** [hr.umich.edu/fmla](https://hr.umich.edu/fmla)

**Remote Resource Guide:** [its.umich.edu/remote-resource-guide](https://its.umich.edu/remote-resource-guide)

