# EMERGENCY SICK LEAVE – EMPLOYEE ILLNESS

## WHEN CAN EMERGENCY SICK LEAVE BE USED BY AN EMPLOYEE WHO IS AFFECTED?

If an employee is unable to work, including unable to telework, the employee must meet *one* of the following criteria in order to be eligible:

1. Employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Employee has been advised by a health care provider to self-quarantine related to COVID-19; or,
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

## WHAT DO EMPLOYEES RECEIVE?

Eligible employees are entitled to receive up to 80 hours of emergency sick leave at 100% of their regular rate of pay, up to $511 daily and $5,110 total.

Eligible part-time employees are entitled to receive the average number of work hours in a two-week period, based on the number of hours the employee is normally scheduled to work. If hours vary, please contact Payroll regarding how to calculate the number of hours.

PAYROLL COORDINATORS WILL USE A SPREADSHEET TO CALCULATE THE REGULAR RATE OF PAY AND WILL PROVIDE THE CALCULATION TO PAYROLL FOR REVIEW AND APPROVAL.

## HOW DO EMPLOYEES REQUEST TO USE EMERGENCY SICK LEAVE?

The employee, or the Payroll Coordinator if the employee is not available, completes the Request for Emergency Sick Leave Form, attaches any supporting documentation, and fax the document(s) to HR-Benefits for processing. Please fax to 859-258-3956.

## HOW DO EMPLOYEES REPORT THIS TIME?

The employee uses EMSC2 to report up to 80 hours of emergency sick leave.

ASTRA and Kronos users may enter time differently.