| COVID-19 Scenarios (doesn’t apply if you are able to work or telework) | COVID-19 Leave Types if you are unable to work or telework | PTO Required? | VA-PHEL (Virginia Public Health Emergency Leave) (100% pay for 160 hrs) (Applies to wage employees) | Emergency Administrative Time Off or Administrative Leave (100% pay) (Applies to wage employees) | FMLA Eligibility | UVA Health Emergency Paid Sick Leave (80 hours) | Short-Term Disability | PROCESS FOR EMPLOYEE AND MANAGER | LEAVE TYPES |
|---|---|---|---|---|---|---|---|---|---|---|
| School or childcare closed or paid childcare provider is unavailable due to COVID-19 | PTO | Yes | No | No | No | No | No | No | No | Follow appropriate leave approval process required by UVA Health. Enter PTO in Kronos or WD. |
| Employee is caring for an individual who has been advised by a healthcare provider to self-quarantine after an exposure to an infectious disease | Virginia Public Health Emergency Leave then UVA Health Emergency Paid Sick Leave | No | Yes | No | No | Yes - Pay is 66 2/3 % | No | Contact Unum. For possible FMLA. For UPG, contact Principal. Note from health care provider to supervisor.** | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |
| Employee is caring for an individual who is subject to a federal, state, or local isolation order*** | Virginia Public Health Emergency Leave then UVA Health Emergency Paid Sick Leave | No | Yes | No | No | Yes - Pay is 66 2/3 % | No | Contact Unum. For possible FMLA. For UPG, contact Principal. Note from health care provider to supervisor.** | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |
| Employee is caring for an individual who has been diagnosed with COVID-19 | Virginia Public Health Emergency Leave then UVA Health Emergency Paid Sick Leave | No | Yes | No | Yes | Yes - Pay is 66 2/3 % | No | Assumes definition of dependent qualifies under FMLA rules. Contact Unum. For UPG, contact Principal. Note from health care provider to supervisor.** | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |
| Unable to work remotely due to the nature of the position or a new hire who has not been provided equipment | Emergency Administrative Time Off or Administrative Leave | No | No | Yes | No | No | No | Eligible for reemployment. If reemployment not possible, Emergency Administration Time Off / Admin Leave. | Enter Emergency Administrative Time Off in WD for Academic; Administrative Leave in Kronos for MC and in WD for UPG. |
| Unable to work onsite due to a high-risk category, underlying health condition or immune deficiency with an approved accommodation | Emergency Administrative Time Off or Administrative Leave | No | No | Yes | No | No | No | Eligible for reemployment at home. If not working, use Emergency Administration Time Off / Admin Leave. Apply for ADA accommodation with Employee Relations or Business Partners. Contact Unum for possible FMLA. For UPG, contact Principal. | Enter Emergency Administrative Time Off in WD for Academic; Administrative Leave in Kronos for MC and in WD for UPG. |
| Required to report to work based on job duties but refuses based on safety concerns (not-OSHA related) | Occurrence for MC; performance concern for Academic and UPG | Yes | No | No | No | No | No | Contact your Business Partner or Employee Relations. | Enter PTO in Kronos or WD. |
| Employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 | Virginia Public Health Emergency Leave then UVA Health Emergency Sick Leave | No | Yes | No | Yes | No | No | Eligible for consecutive leave benefits (PHEL + UVA Health ESL). Contact Unum. For UPG, contact Principal. | Eligible for consecutive leave benefits (PHEL + UVA Health ESL). Contact Unum. For UPG, contact Principal. Academic and UPG enter PHEL or UVA Health ESL in WD. MC enter PHEL or UVA Health ESL in Kronos. Must exhaust PHEL to use UVA Health ESL. |
| Employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 | Virginia Public Health Emergency Leave then UVA Health Emergency Sick Leave | No | Yes | No | Yes | No | Yes | Contact Unum to apply for FMLA/STD. For UPG, contact Principal. May use PHEL/UVA Health ESL while STD claim is pending approval. (Employee in VRS will contact Unum for FMLA and STD.) | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |
| Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis | Virginia Public Health Emergency Leave then UVA Health Emergency Sick Leave | No | Yes | No | Yes | Yes | Yes | Contact Unum to apply for FMLA/STD. For UPG, contact Principal. May use PHEL/UVA Health ESL while STD claim is pending approval. (Employee in VRS will contact Unum for FMLA and STD.) | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |
| Employee is diagnosed with COVID-19 | Virginia Public Health Emergency Leave then UVA Health Emergency Sick Leave, then STD, and FMLA | No | Yes | No | Yes | Yes | Yes | Yes | Contact Unum to apply for FMLA/STD. For UPG, contact Principal. May use PHEL/UVA Health ESL while STD claim is pending approval. (Employee in VRS will contact Unum for FMLA and STD.) | Enter PTO in Kronos or WD. May use UVA Health Emergency Paid Sick Leave once PHEL exhausts. |

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** Health System for this usage grid includes Medical Center, UPG, School of Nursing, and School of Medicine.

** UPG to follow appropriate internal FMLA and leave processes.

*** The Governor’s Temporary Stay at Home Order is NOT the same as a Quarantine Order. Click [HERE](#) to learn more.

PLEASE NOTE: All COVID guidance above is subject to change, based on new federal regulations and/or guidelines. This grid will be updated as new federal guidelines are distributed.
SUMMARY OF BENEFITS AND OPTIONS AVAILABLE TO PROVIDE OVERALL PAY CONTINUITY THROUGHOUT COVID-19 PANDEMIC

REMOTE WORK
If possible, this should be the first option considered. If able to work remotely, no leave entitlement is necessary. If unable to work remotely, evaluate the appropriate leave options on the page above.

HEALTH CARE COVERAGE
UVA will cover costs of testing or treatment associated with COVID-19 recovery at 100% (no cost-sharing). Any other medical service would operate as normal.

SHORT-TERM DISABILITY
- For Medical Center team members and those enrolled in ORP retirement plans, UVA will provide 100% of pay and waive the waiting period for coverage to begin if an employee is diagnosed with COVID-19.
- For employees enrolled in VRS, short-term disability benefits are available through the VSDP program and claims must be filed through The Reed Group. Income replacement % is based on years of service and there is a 7-day waiting period. Virginia Public Health Emergency Leave can be used towards the waiting period.

VIRGINIA PUBLIC HEALTH EMERGENCY LEAVE (VA-PHEL)
Provides up to 160 hours of paid leave to eligible employees to attend to their own medical needs (and/or those of their immediate family members) related to COVID-19.

1. Immediate eligibility
2. Medical documentation normally required to access leave may be waived during this event due to the strain on the medical community.
3. Employees required by public health officials to be monitored during the incubation period may use PHEL to be paid for that period.
4. Employees potentially exposed but asymptomatic who choose to self-monitor may telework for the incubation period.
5. If an employee’s job is not conducive to telework or other off-site arrangements, the employee will be provided PHEL.
6. Agencies are encouraged to be creative in identifying ways to enable asymptomatic employees to self-monitor away from the workplace while continuing to work.
7. Agencies that require self-monitoring to mitigate potential risk of exposure to other employees must permit teleworking or other arrangements. If other arrangements cannot be made, the agencies should award PHEL.
8. Wage employees and adjunct faculty are eligible for PHEL. Hours of paid leave awarded to wage or adjunct faculty must be counted toward the 1500-hour threshold.

UVA Health Emergency Paid Sick Leave
While UVA Health entities have elected to exempt from FFCRA provisions, this provides 80 hours of paid leave to UVA Health employees and team members related to COVID-19.

1. Eligibility: UVA Medical Center, School of Medicine, School of Nursing, UPG
2. Immediate eligibility
3. If unable to work or telework, 80 hours available to employees (pro-rated for part-time employees) for the following reasons:
   - Self-Care (required to isolate, or experiencing symptoms, or diagnosed and ordered to quarantine)
     - Subject to a federal, state, or local quarantine or isolation order related to COVID-19
     - Have been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19
     - Experiencing symptoms of COVID-19 and seeking a medical diagnosis
     - 100% of pay; capped at $5,110
   - Caring for Others
     - Caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19
     - Caring for an individual who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19
     - 66.6% of pay; capped at $2,000
4. Coordination of Leave
   a. In all cases where a team member qualifies for Virginia Public Health Emergency Leave, that leave type will be used first.
   b. Self-Care
      - State Public Health Emergency Leave, then
      - UVA Health - Emergency Paid Sick Leave, then
      - Administrative Leave / Furlough until return to work
   c. Caring for Others
      - If applicable, State Public Health Emergency Leave, then
      - UVA Health - Emergency Paid Sick Leave, then
      - PTO