<table>
<thead>
<tr>
<th>COVID-19 Scenarios (doesn’t apply if you are able to work or telework)</th>
<th>COVID-19 Leave Types If you are unable to work or telework</th>
<th>PTO Required?</th>
<th>VA-PHEL (Virginia Public Health Emergency Leave) (100% pay for 160 hrs)</th>
<th>Emergency Administrative Time Off (100% pay)</th>
<th>FMLA Eligibility</th>
<th>EFMLEA (Federal Public Health Emergency Leave) 60% of pay for 10 weeks, $200/day cap</th>
<th>Emergency Paid Sick Leave Act (EPSLA)</th>
<th>Short-Term Disability</th>
<th>PROCESS FOR EMPLOYEE AND MANAGER</th>
<th>TIMEKEEPING INSTRUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>School or childcare closed or paid childcare provider is unavailable due to COVID-19</td>
<td>EFMLEA and Federal Emergency Paid Sick Leave (concurrent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes (EFMLEA)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>EFPSLA and EFMLEA run concurrently. Contact Unum.</td>
</tr>
<tr>
<td>Employee is caring for an individual who is subject to a federal, state or local isolation order</td>
<td>Virginia Public Health Emergency Leave Federal Emergency Paid Sick Leave</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Eligible to use both leave types. Employee chooses which leave to use first. Contact Unum to apply for FMLA.</td>
</tr>
<tr>
<td>Employee is caring for an individual who has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19</td>
<td>Virginia Public Health Emergency Leave and Federal Emergency Paid Sick Leave</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Eligible to use both leave types. Employee chooses which leave to use first. Contact Unum; Must be seeking diagnosis to be eligible for EPSLA or determined to be “at-risk”.</td>
</tr>
<tr>
<td>Employee is caring for an individual who has been diagnosed with COVID-19</td>
<td>Virginia Public Health Emergency Leave and Federal Emergency Paid Sick Leave</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Employee enters PHEL or EPSL in WD.</td>
</tr>
<tr>
<td>Unable to work remotely due to the nature of the position or a new hire who has not been provided equipment</td>
<td>Emergency Admin. Time Off then Virginia Public Health Emergency Leave</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Eligible for redeployment. If redeployment not possible, employee uses Emergency Admin Time Off first, then PHEL.</td>
</tr>
<tr>
<td>Unable to work onsite due to high-risk category, underlying health condition or immune deficiency with an approved accommodation</td>
<td>Emergency Admin. Time Off then Virginia Public Health Emergency Leave</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Employee enters Emergency Admin Time Off first, then PHEL. Apply for ADA accommodation with Employee Relations or HRBP. Contact Unum to apply for FMLA.</td>
</tr>
<tr>
<td>Required to report to work based on job duties but refuses based on safety concerns (not-OSHA related)</td>
<td>PTO</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Approved by manager/HRBP. Notification to leave team to enter leave status in WD.</td>
</tr>
</tbody>
</table>

**DIRECT COVID-19 IMPACT**

| Employee is subject to a federal, state or local quarantine or isolation order related to COVID-19 | Virginia Public Health Emergency Leave and Federal Emergency Paid Sick Leave | No | Yes | No | No | Yes | Yes | No | No | Employee enters PHEL or EPSL in WD. |
| Employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19 | Virginia Public Health Emergency Leave and Federal Emergency Paid Sick Leave | No | Yes | No | No | No | No | Yes | No | Employee enters PHEL or EPSL in WD. |
| Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis | Virginia Public Health Emergency Leave and Federal Emergency Paid Sick Leave | No | Yes | No | Yes | No | No, unless directed to quarantine by health care provider after diagnosis. | No | Yes | Contact Unum to apply for FMLA/STD. May use Virginia Public Health Emergency Leave while STD claim is pending approval. (Employee in VRS will contact Unum for FML and PHEL for STD.) |
| Employee is diagnosed with COVID-19 | Virginia Public Health Emergency Leave while STD and FML claim are pending approval. If told to quarantine after diagnosis, EPSLA is available | No | Yes | No | Yes | No | No | No | No | Employee enters PHEL in WD. Leave team will enter STD or EPSL once leave is approved by Unum. |

* Academic Division for this usage grid includes College at Wise but does not include School of Nursing (SON) or School of Medicine (SOM). Please see Health System grid for leave usage relevant to SON, SOM.

** If cases where both EPSLA and VA-PHEL apply, EPSLA is applied first as a rule unless the employee opts to take VA-PHEL first.

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.
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.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT AND EMERGENCY PAID SICK LEAVE ACT

1. Emergency Family and Medical Leave Expansion Act – Addressing Gaps in Childcare
   a. Temporary amendment to FMLA, sunset 12/31/2020. Provides up to 12 weeks of job-protected leave for a “qualifying need related to a public health emergency”
   b. “Qualifying need” is defined as unable to work or telework due to the need to care for their child under age eighteen (18*) because school or child care is closed, or a paid** child care provider is unavailable due to an emergency with respect to COVID-19, as declared by a local, state, or federal authority.
   c. Eligibility criteria:
      - Eligible after 30 days of employment, and
      - First 10 days of leave are unpaid, but employees have the option of using existing PTO – but not required to do so.
      - Remaining 10 weeks would be paid:
        o 66.67% of regular rate of pay for hours scheduled to work if the emergency were not occurring.
        o Capped at $10,000 total.
        o Individual making over $78,000 per year would cap out at $200 per day under this provision.

   * Under the FFCRA, a “son or daughter” is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. A “son or daughter” is also an adult son or daughter (i.e., one who is 18 years of age or older), who (1) has a mental or physical disability, and (2) is incapable of self-care because of that disability. Note: the IRS requires written justification for any leave due to childcare unavailability when the child is over age 14.

   **Childcare provider does not have to be compensated if the provider is a family member or close friend, such as a neighbor.

2. Emergency Paid Sick Leave Act – Immediate eligibility. If unable to work or telework, 80 hours available to employees (pro-rated for part-time employees) for the following reasons:
   a. Self-Care (required to isolate or experience symptoms or be 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 (fever, dry cough, fatigue most common)
      - Diagnosed with COVID-19 and directed to self-quarantine by health care provider.
      - 100% of pay, up to a maximum of $5,110
        - Individuals making over $132,860 per year would cap out at $511 per day under this provision.

   b. 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
      - Caring for a son or daughter because the child’s school or place of care is closed, or the paid childcare provider is unavailable due to COVID-19 precautions
      - Any other conditions specified by Secretaries of HHS, Treasury or Labor (TBD)
      - 66.6% of pay, up to a maximum of $2,000
        - Individual making over $78,000 per year would cap out at $200 per day under this provision.

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 initially 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.