



COVID-19 PAID TIME OFF AVAILABLE FOR COVID-19-RELATED SCENARIOS APRIL 1-APRIL 30

I am a U-M Employee who is:	What do I do about my time?	Which timecode do I use?
...unable to work remotely	Use the new Federal Emergency Paid Sick Leave Act until April 13 (when Michigan executive order expires, up to 80 hours) Then use COVID PTO as needed through April 30	Emergency Paid Sick Leave Act (PEL) COVID PTO (RPN and PAN)
...unable to work due to quarantine or isolation	Remote work when possible Use the new Federal Emergency Paid Sick Leave Act until exhausted (up to 80 hours) Then use COVID PTO as needed through April 30	Emergency Paid Sick Leave Act (PEL) COVID PTO (RPN and PAN)
...unable to work due to illness	Use the new Federal Emergency Paid Sick Leave Act until eligible for Extended Sick	Emergency Paid Sick Leave Act (PEL) Extended Sick - for absences longer than 10 business days (ESF, ESP, ESH as appropriate)
...high risk or immune-compromised (isolation order)	Remote work when possible Use the new Federal Emergency Paid Sick Leave Act until exhausted (up to 80 hours) Then use COVID PTO as needed through April 30	Emergency Paid Sick Leave Act (PEL) COVID PTO (RPN and PAN)
...providing care to a seriously ill family member	Remote work when possible Use the new Federal Emergency Paid Sick Leave Act until exhausted (up to 80 hours) Then use COVID PTO as needed through April 30	Emergency Paid Sick Leave Act (PEL) COVID PTO (RPN and PAN)
...providing care to a quarantined family member	Remote work when possible Use the new Federal Emergency Paid Sick Leave Act (include the time reporting codes)	Emergency Paid Sick Leave Act (PEL)
...caring for child whose school or day care center has closed	Remote work when possible Use the new Federal Emergency Paid Sick Leave Act until exhausted (up to 80 hours) And use the new Federal Expanded FMLA through April 30 as needed*	Emergency Paid Sick Leave Act (PEL) Expanded FMLA (PFL + recommended "FML" tracking code for all FMLA-related absences)
...I work in a healthcare setting and was directed to quarantine (or became ill with COVID-19) due to caring for a confirmed COVID-19 patient	Use the new Health Care PTO Bank (up to 120 Hours) Then, use the new Federal Emergency Paid Sick Leave Act as needed (up to 80 hours)	Healthcare PTO Bank (PCP) Emergency Paid Sick Leave Act (PEL)



*First 80 hours of expanded FMLA are unpaid and run concurrently with the new Federal Emergency Paid Sick Leave Act. The remaining 10 weeks are subject to 2/3 pay after April implementation period.