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Cc: COP.Faculty.Supervisors@umich.edu; ["jodiem@umich.edu"](mailto:jodiem@umich.edu)
Subject: Request & Time Reporting Instructions: COVID-19
Date: Thursday, March 19, 2020 9:32:15 AM
Attachments: [image002.png](#)
[COVID-19 One-Time Bank Request Form CoP.pdf](#)
Importance: High

Dear COP Research Fellows,

As you may know, the university has instituted a one-time bank of emergency paid time off for paid employees to use during the current pandemic. Employees are eligible for up to 80 hours of paid time off to be used in the case of quarantine, isolation or family care needs related to COVID-19 exposure, illness or other related scenario or a temporary lack of work. This emergency paid time off is prorated to appointment fraction, and individuals who do not have paid appointments are not eligible.

If you need to request time off related to the COVID-19 pandemic, according to university policy (<https://hr.umich.edu/2019-novel-coronavirus-covid-19>), please follow the instructions below.

1. Submit the COVID-19 one-time bank request form (attached and available at: <https://pharmacy.umich.edu/mycop/covid-19-request-emergency-paid-time>) to your supervisor/dept. chair outlining your need and the proposed time frame you are requesting. Once completed please send the request form to cop.humanresources@umich.edu for tracking purposes.
 - a. **Please send any leave balance inquiries to cop.humanresources@umich.edu
2. You will be able to use the emergency bank of paid leave (upto 80 hours, prorated for partial appointments).
3. You will also have access to your vacation bank and (if applicable extended sick and/or short term sick leave bank).
 - a. Please review the following for Research Fellow Leave and Time Off: <https://hr.umich.edu/working-u-m/my-employment/academic-human-resources/benefits-postdoctoral-research-fellows>

Reporting Emergency Paid Leave on your timesheet

All Research Fellows

Reporting Emergency Paid Leave on your GOOGLE timesheet instructions:

All faculty will be required to track and report any time off related to the COVID-19 pandemic on the google timesheet you have been provided.

Research Fellow:	Your Name			Month: March	
Please include details for all categories except Sick and Vacation/Personal absences.					
Absence Category	# of Days	Date(s)	Purpose	Location	Contact Info
Other (explain)	10	3/16-3/27	i.e. sick, quarantine, family care COVID-19		
Short-term Sick	2	3/30-3/31	Family Care (Covid-19)		

Again, more information is at: <https://hr.umich.edu/2019-novel-coronavirus-covid-19>.

Please contact cop.humanresources@umich.edu with any questions you may have.

Best,

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