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		Leave Guidance for Coronavirus (COVID-19) The guidance below is provided as of Septermber 21, 2020 and will be updated as needed.					
Action needed:	Faculty, AEX, A&P and USPS	OPS Non-Exempt Employees (no paid leave time)	OPS Exempt Employees including Graduate Assistants	Postdoctoral Associates	Federal Work Study Contact the Office of Financial Aid for additional information.		
Inform your supervisor, stay home.	Work remotely. If not available, request personal leave or Emergency Sick. Emergency Sick. Emergency Sick (FFCRA) is only approved if you were ordered to self- quarantine by a Health Care Provider.	Work remotely. If not available, OPS non-exempt may be eligible for the Emergency Sick Leave under FFCRA. A request for Emergency Sick (FFCRA) is only approved if you were ordered to self. quarantine by a Health Care Provider.	Work remotely, If not available, OPS Exempt may be eligible for the Emergency Sick Leave under FFCRA. A request for Emergency Sick (FFCRA) is only approved if you were ordered to self- quarantine by a Health Care Provider. After Emergency Sick is exhausted funding should end on the appointment.	Work remotely. If not available, request Paid Time Off (PTO), Leave without Pay, or Emergency Sick under FFCRA. A request for Emergency Sick (FFCRA) is only approved if you were ordered to self- quarantine by a Health Care Provider.	Work remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor, stay home.	Work remotely. If not available, request personal leave.	Work remotely, if available.	Work remotely, if available.	Work remotely. If not, request Paid Time Off (PTO).	Work remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor, stay home.	You would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entillement and medical documentation is provided. Additionally, you would be eligible to take your personal accrued leave.	OPS non-exempt employees would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entilement and medical documentation is provided.	OPS exempt employees would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entiltement and medical documentation is provided. After Emergency Sick is exhausted funding should end on the appointment.	You would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entitlement and medical documentation is provided. Additionally, you would be eligible to take your Paid Time Off (PTO).	Work Remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor and ask for approval; request leave if applicable.	Work remotely. If not available, use annual leave, then unpaid time if other time balances are exhausted.	Work remotely. OPS non-exempt employees do not receive pay for time not worked or any paid time off benefits.	Work remotely. If not, the funding should be ended for these appointments.	Work remotely. Use Paid Time Off (PTO) then unpaid time if other time balances are exhausted.	Work remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor, request leave if applicable.	Work remotely. If not available, request personal leave or Emergency Sick. (FFCRA) is only approved if you or a dependent was ordered to self- quarantine by a Health Care Provider.	Work remotely. OPS non-exempt employees do not receive pay for time not worked or any paid time off benefits.	Work remotely. If not available, option of up to 10 working days of paid sick leave (FCCRA) available.	Work remotely. If not available, option of up to 10 working days of paid sick leave (FCCRA) available.	Work remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor	Work remotely. If not, request personal leave, Emergency Sick, and/or Emergency FMLA. Emergency Sick & FMLA (FFCRA) is only approved with accompanying childcare certification.	Work remotely. OPS non-exempt may be eligible for Emergency Sick, and/or Emergency FMLA. Emergency Sick & FMLA (FFCRA) is only approved with accompanying childcare certification.	Work remotely. OPS exempt may be eligible for Emergency Sick, and/or Emergency FMLA. Emergency Sick & FMLA (FFCRA) is only approved with accompanying childcare certification.	Work remotely. If not available, request Paid Time Off (PTO), Emergency Sick, and/or Emergency FMLA. Emergency Sick & FMLA (FFCRA) is only approved with accompanying childcare certification.	Work remotely. Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor, stay home.	Work remotely. If not available, you would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entitlement and medical documentation is provided. Additionally, you would be eligible to take your personal accrued leave.	Work remotely. OPS non-exempt employees would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entilement and medical documentation is provided.	Work remotely. If not available, OPS exempt employees would be eligible for Emergency sick (FFCRA) provided you have not previously exhausted this entitlement and is provided. After Emergency Sick is exhausted funding should end on the appointment.	Work remotely. If not available, if not, you would be eligible for Emergency Sick (FFCRA) provided you have not previously exhausted this entitlement and medical documentation is provided. Additionally, you would be eligible to take your Paid Time Off (PTO).	Work remotely, Students unable to work remotely may contact the Office of Financial Aid to determine if they are eligible for a hardship.		
Inform your supervisor, ask them to complete a "First Report of Injury," and stay home. You may choose to use sick leave. If approved for worker's comp, you may receive benefits for loss of wages.							
Inform your supervisor, stay home.	Request paid sick leave.	OPS non-exempt employees do not receive pay for time not worked or any paid time off benefits.	Work with supervisor regarding making up work for illnesses short in duration. Departments should end the funding on these appointments for illnesses with a long duration of incapacitation.	Request Paid Time Off (PTO) or Leave without Pay.	Federal Work Study do no receive pay for time not worked or any paid time off benefits.		
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