University of Nebraska COVID-19 Leave Request Workflow

# I: I am an employee in need of leave ***and unable to work from home***

* First Option: Use available hours with NU Emergency Administrative Leave (NU EADM)- ESS Leave Request Only (160 hours or a prorated amount if part-time)
* Use NU Paid Leave Benefits According to Policy - 100% Regular rate of pay

# II: I am an employee in need of leave ***and have used all available hours under NU***

## 1: If you…

* Are subject to a federal, state, or local quarantine or isolation order related to COVID–19;
* Have been advised by a health care provider to self- quarantine due to concerns related to COVID–19; or
* Are experiencing symptoms of COVID–19 and seeking a medical diagnosis.

### FFCRA Emergency Sick Leave (80 Hours) is available

**Regular rate of pay up to a maximum of $511 per day, or $5,110 total over the entire paid sick leave period. *Employee may choose to supplement the difference with NU leave benefits.***

## 2: If you…

* Are caring for an individual who is
	+ Subject to a federal, state, or local quarantine or isolation order related to COVID–19; or
	+ Has been advised by a health care provider to self- quarantine due to concerns related to COVID–19
* Are experiencing another substantially similar condition specified by the secretary of health and human services.

### FFCRA Emergency Sick Leave (80 Hours) is available

**2/3 Regular rate of pay up to a maximum of $200 per day, or $2,000 total over the entire paid sick leave period. *Employee may choose to supplement the difference with NU leave benefits.***

## 3: If you…

Are caring for your child whose primary or secondary school or place of care has been closed, or my child care provider is unavailable due to COVID–19 precautions; and:

* No other suitable person is available to care for my child; or
* Special circumstances exist requiring my care for a child ages 15-17.

### FFCRA Emergency Sick Leave is available for 1st 80 hours

**2/3 Regular rate of pay up to a maximum of $200 per day, or $2,000 total over the entire paid sick leave period. *Employee may choose to supplement the difference with NU leave benefits.***

### Followed by FFCRA Emergency Family and Medical Leave (10 Weeks)

**2/3 Regular rate of pay up to a maximum of $200 per day, or $10,000 total over the entire paid leave period. *Employee may choose to supplement the difference with NU leave benefits.***

# III. I am an employee in need of leave and have used all available hours under FFCRA

**NU Paid Leave Benefits are available and for some situations “Standard” Family and Medical Leave may be available.**

***Contact your campus HR Office if you have questions.***