Employee in need of Leave & unable to work from home

First Option: Use available hours with NU Emergency Administrative Leave by following your regular leave request procedure (160 hours or a prorated amount if part-time)

Employee needs leave & has used all available hours under NU EADM.

Use NU Paid Leave Benefits According to Policy
100% Regular rate of pay

Employee needs leave & has used all available hours under FFCRA

“Standard” FAMILY & MEDICAL LEAVE - 10 WEEKS
Unpaid unless ran concurrently with NU Paid Leave benefits for 100% regular rate of pay

FFCRA- EMERGENCY SICK LEAVE
80 HOURS

1. I am subject to a federal, state, or local quarantine or isolation order related to COVID–19.
2. I have been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. I am experiencing symptoms of COVID–19 and seeking a medical diagnosis.

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

4. I am caring for an individual who is subject to either number 1 or 2.
5. I am caring for my 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,
   a. No other suitable person is available to care for my child
   b. Special circumstances exist requiring my care for a child ages 15-17.
6. I am experiencing another substantially similar condition specified by the secretary of health and human services

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

FFCRA- EMERGENCY FAMILY & MEDICAL LEAVE
10 WEEKS

Only for employees who have been employed for 30 days AND are responsible for caring for a child whose primary or secondary school or place of care has been closed, or a child care provider is unavailable due to COVID–19 precautions; and,

• No other suitable person is available to care for my child during the requested period of leave.
• Special circumstances exist requiring my need for leave to care for a child ages 15-17.

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

04/13/2020

Contact your campus HR Office if you have questions.