

Leave Process - Paid Time Off

1. Emergency Sick Leave with Pay allows up to 80 hours of paid leave for full-time employees per calendar year, for specific COVID-19 related categories. Part-time employees leave will be prorated to their set FTE (full time equivalent). This optional program will remain in effect through the 2022 calendar year. Benefited employees will [submit a time card in HCM](#), while part-time non-benefited employees will use the [Emergency Sick Leave Form](#).
2. If a benefited employee needs additional time off, employees can utilize their personal Sick/Comp-Time/Vacation leave banks. Leave for other **non-COVID-19** ailments (e.g. sprained ankle) will be drawn from their regular sick leave bank.

Salaried Full-Time Employee

Below is an example of the sick leave experience for a COVID-19 related instance for a **salaried full-time** employee.

Emergency Sick Leave with Pay optional program implemented by UW for the 2022 calendar year



Personal Leave Banks

The Employee may utilize the Emergency Sick Leave for up to a total of 80 hours, per calendar year, for COVID-19 instances listed below.

If additional time is needed employees will use their Sick/Comp-Time/Vacation leave banks.

Qualifying COVID-19 related instances:

- Sick with COVID-19
- Caring for someone with COVID-19
- Quarantined due to exposure to someone with COVID-19
- Experiencing reaction to COVID-19 vaccine or booster
- Caring for a child (18 and under, or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

If the person is asymptomatic and can work remotely, then sick leave is not needed to be used.

Non-Benefited Employee

Below is an example of the sick leave experience for a COVID-19 related instance for a **non-benefited** employee.

Emergency Sick Leave with Pay optional program implemented by UW through the 2022 calendar year

The Employee may utilize Emergency Sick Leave for up to two weeks, per calendar year.

For part-time employees this will be prorated to their set FTE (full time equivalent). For example if the individual's position is slated at 0.5 FTE, they will be eligible for only 40 hours of Emergency Leave with Pay.

Qualifying COVID-19 related instances:

- Sick with COVID-19
- Caring for someone with COVID-19
- Quarantined due to exposure to someone with COVID-19
- Experiencing reaction to COVID-19 vaccine or booster
- Caring for a child (18 and under, or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

If the person is asymptomatic and can work remotely, then sick leave is not needed to be used.