



**COVID-19 Sick Leave, Dependent Care  
and Home-Schooling Guidelines  
for Employees and Supervisors**

**Procedures  
CCB-018  
Effective Date: 10/8/20**

- 1.01 The purpose of this guideline is outline options for leave due to COVID sickness, the need for dependent care, or providing childcare during periods of virtual instruction by public schools. It the intent of this guideline to clarify OSU HR policies and procedures by describing various scenarios where a request for leave occurs. Guidance is provided for the employee requesting or needing leave, and for the supervisor responsible for approving the leave. Any specific questions regarding types of leave available for these issues should be directed to the CEAT HR manager.

**Definitions**

- 2.01 Families First Coronavirus Response Act (FFCRA): Paperwork is required if the employee is going to request time off for COVID illness, quarantine, care giver for family with COVID or dependent care due to COVID related situations such as school and day care closure. Contact CEAT HR to request paperwork.
- 2.02 OSU COVID Employee Sick: Employee has up to 80 hours of COVID sick leave when qualified under FFCRA. With FFCRA approval, the employee will be allowed to use COVID sick leave on their OSU timesheet and leave report to record COVID approved leave up to 80 hours. COVID sick leave is used when the employee or dependent is ill with COVID or they are in quarantine for COVID reasons.
- 2.03 OSU COVID Others/DepCare: Employee has up to 480 hours of COVID other/dependent care leave when qualified under FFCRA. COVID other/dependent care can be used when schools and or daycares are closed due to COVID. With FFCRA approval, the employee will be allowed to use COVID others/dependent care on their OSU timesheet and leave report to record COVID approved leave due to childcare/school closings or dependent care of COVID illness. This leave is calculated by the system splitting the leave 2/3 paid through the FFCRA Act and 1/3 the employee's sick leave. The breakout will show on the employee pay stub and leave balance only, not on the timesheet.
- 2.04 Emergency Sick Leave: OSU has granted employees an additional 120 hours of sick leave that can be used for COVID related issues (illness and childcare). Once employees have exhausted all COVID approved leave, they will need to use their own accrued leave. The 120 hours of emergency leave can be used after the employee has used all their personal sick leave.

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2.05 Compensatory Time (comp time): Comp time is overtime hours earned for work over 40 hours during the work week (Sunday through Saturday) that is not paid to the employee at that pay period. Comp time is calculated at 1.5 times and can be used as time off at later date as approved or required by the supervisor. When an employee works 41 hours in a pay week, he/she earns 40 hours of regular pay that period and 1.5 hours of comp time leave to be used at a later date. When the employee has available comp time, that comp time should be used prior to use of earned sick leave or earned annual leave.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
N/A	8.50	8.50	8.00	8.00	8.00	N/A	41.00

3.01 FFCRA/COVID Sick/COVID Others/DepCare options are in effect until December 31, 2020. Information on the status of COVID-related benefits may be found at <https://hr.okstate.edu/consulting-services/hr-covid-resources.html>.

- 4.01 Following are temporary telecommuting guidelines for COVID-19. To allow employees to meet personal needs and work needs within the operating needs of the department, unit administrators have the flexibility to work with employees in order to accommodate commuting and other needs within the following guidelines:
- a. Telecommuting programs are at the discretion and advance approval of the unit administrator. Employees must complete a Temporary Telecommuting agreement for documentation of this approval and send agreement to CEAT HR. The agreement is kept within unit/department and CEAT HR records.
  - b. Approval depends upon the job duties to be performed and may not be suitable for all positions or departments. Telecommuting arrangements must not jeopardize or impact normal operations or hamper teamwork and unit results.
  - c. Unless otherwise approved, work hours of the regular work location must be maintained. Failure to maintain such hours will result in return to regular work location.
  - d. The designated remote work location is considered an extension of the department’s workspace.
  - e. To request Temporary Telecommuting request forms, go to [hr.okstate.edu](http://hr.okstate.edu) or contact CEAT HR.

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Request/Need	Employee Process	Supervisor Process
<p>The employee has a medical condition and needs to work from home for the Fall/Spring semester.</p>	<ol style="list-style-type: none"> <li>1. Speak with your supervisor regarding your request for a work from home accommodation.</li> <li>2. EEO accommodation procedures can be found at <a href="http://hr.okstate.edu/covid-19">hr.okstate.edu/covid-19</a> resources.</li> <li>3. Email your request to: <a href="mailto:eeo@okstate.edu">eeo@okstate.edu</a></li> </ol> <p>The EEO office will make the final recommend to your supervisor.</p>	<ol style="list-style-type: none"> <li>1. Expect a call from the EEO office regarding the request of the employee.</li> <li>2. Evaluate if and how the job can be successfully completed away from the office.</li> <li>3. How will it affect business operations?</li> <li>4. How will it impact staff still reporting to the office daily?</li> <li>5. If accommodation is approved, work with EEO on final paperwork and processes.</li> <li>6. If accommodation is not approved, speak with HR regarding other options, if any.</li> </ol>
<p>Employee needs dependent care leave because schools/ daycares are closed due to COVID</p>	<p>Speak to your supervisor regarding options for Dependent Care. Including:</p> <ol style="list-style-type: none"> <li>1. FFCRA Dependent Care – up to 480 hours available. Forms requested at <a href="mailto:absence@okstate.edu">absence@okstate.edu</a>, <a href="#">contact CEATHR if you need FFCRA</a></li> <li>2. Comp time if available</li> <li>3. Earned Sick Leave</li> <li>4. Emergency Sick Leave (120 hours)</li> <li>5. Earned Annual Leave</li> <li>6. Temporary telecommuting options may be available.</li> </ol>	<ol style="list-style-type: none"> <li>1. If approved for FFCRA, the employee could be off work on paid leave and/or temporary telecommuting may also be available. See guidelines in 4.01 on p. 2. To request FFCRA paperwork, contact CEAT HR or <a href="mailto:absence@okstate.edu">absence@okstate.edu</a>.</li> <li>2. To request Temporary telecommuting request forms, go to <a href="http://hr.okstate.edu">hr.okstate.edu</a> or contact CEAT HR.</li> </ol>



**Cowboys** Coming Back

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Request/Need	Employee Process	Supervisor Process
If an employee is afraid to return to the work place, but does not qualify for an EEO accommodation or FFCRA	Speak to your supervisor regarding options for Dependent Care. Including: <ol style="list-style-type: none"> <li>1. Comp time</li> <li>2. Earned Sick Leave</li> <li>3. Emergency Sick Leave (120 hours)</li> <li>4. Earned Annual Leave</li> <li>5. Leave of Absence</li> <li>6. Reduced FTE</li> </ol>	The employee should be allowed to use leave time if they decide not to report to the office. Monitor their leave balances and contact CEAT HR when leave balances become low.  When an employee is needs to be off work, Comp Time should always be used before sick leave and annual leave.
Work options for employee that has COVID or has an exposure and must quarantine	Speak with your supervisor regarding work options: <ol style="list-style-type: none"> <li>1. Employee can request FFCRA Leave and/or Temporary Telecommuting options may be available.</li> </ol>	Contact CEAT HR or OSU HR for processes. <ol style="list-style-type: none"> <li>1. Employee use FFCRA COVID leave and/or temporary telecommuting options may be available.</li> </ol>
Employee has used all 80 hours of FFCRA COVID sick leave and needs additional time off for COVID	Speak with your supervisor regarding options: <ol style="list-style-type: none"> <li>1. Comp time</li> <li>2. Earned Sick Leave</li> <li>3. Emergency Sick Leave (120 hours)</li> <li>4. Earned Annual Leave</li> <li>5. Leave of Absence</li> <li>6. Reduced FTE</li> </ol>	Contact OSU HR or CEAT HR for processes.
Employee requests telecommute and their position cannot be done outside of the office setting	Speak with your supervisor regarding options: <ol style="list-style-type: none"> <li>1. Comp time</li> <li>2. Earned Sick Leave</li> <li>3. Emergency Sick Leave (120 hours)</li> <li>4. Earned Annual Leave</li> <li>5. Leave of Absence</li> <li>6. Reduced FTE</li> </ol>	Contact OSU HR or CEAT HR for processes. CEAT employees should be on an approved accommodation form the EEO office, FFCRA leave or personal leave.  Telecommuting is not an option for all positions.



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*Date approved by the CEAT COVID-19 Incident Management Team (IMT) Chief of the Planning Section and  
IMT Head: 9/21/20, 10/8/20*