

The following interim policy provisions have been adopted to comply with the Families First Coronavirus Response Act (FFCRA).

Indiana University employees (including all academic appointees, staff, and temporary employees) are eligible for Emergency Paid Sick Leave (EPSL). Additional eligibility requirements apply to Student Academic Appointees and Adjunct instructors. EPSL is available from July 1 to December 31, 2020.

Indiana University employees (including all academic appointees, staff, and temporary employees) may be eligible for Emergency Family Medical Leave (EFMLA) if they have been employed for at least 30 days prior to their leave request. EFMLA is available through December 31, 2020.

Information regarding the implementation of EPSL and EFMLA, including how to apply, can be found at <https://hr.iu.edu/relations/coronavirus/faq-i.html>.

In addition, interim policy provisions have been adopted to encompass the Keep IU Healthy (KIH) sick leave that Indiana University is providing for coronavirus-related illnesses. See <https://hr.iu.edu/relations/coronavirus/faq-i.html> for information related to eligibility and qualifying reasons for leave. This amendment will remain in effect during only for the period of the pandemic and will become inapplicable upon the rescission of KIH.

All other provisions of this policy remain in full force and effect.

Leaves for Academic Appointees

ACA-47

About This Policy

Effective Dates:

03-07-1967

Last Updated:

11-20-2020

Responsible University Administrator:

Board of Trustees, Indiana University

Policy Contact:

Campus Chief Academic Affairs Official

Scope

The following types of leaves are available, subject to eligibility standards, to full-time academic appointees (75% effort or greater). The specifics of certain types of leaves can differ based on criteria such as the type of appointment (10-month or 12-month) or the appointee's rank (tenure-track, tenured appointees).

Policy Statement

1. Indiana University supports an environment which offers solutions to the complex issues academic appointees face in balancing their work and family commitments. Leaves of various types reflect the fact that academic appointees do not accrue paid time off as do appointed and hourly staff and allow an academic appointee to have vacation time and, when needed, leave time that relieves academic appointees of professional responsibilities so that they may attend to personal and family needs without undue financial hardship.
2. The university recognizes that the amount of paid leave taken by academic appointees to attend to medical needs, whether their own or those of a family member, or for family formation will vary by need and circumstance and may extend across [terms](#).

3. An academic appointee should not be expected to perform duties while on leave, to make up time or work, or to be on call in clinical settings. Abstention from performance of duties during the leave period, under most circumstances, shall not be considered in the evaluation for reappointment, tenure, promotion, or merit pay.

Reason For Policy

This policy articulates how academic appointees determine their eligibility for and schedule their vacation time (12-month appointees) and other leaves and how Indiana University implements its responsibilities under the federal Family and Medical Leave Act (FMLA) and other laws for its academic appointees.

Procedure

Types of Leave and Procedures

1. Medical Leave

- a. Informal medical absences that will last less than three weeks (15 working days) per year are handled within the unit and are fully paid. The academic appointee must make arrangements with the department chair or unit director. If the appointee later learns that the medical absence will require more than three weeks, the appointee must notify the department chair or unit head as soon as possible and request a formal medical leave.
- b. For medical absences of more than three weeks (15 working days) in a year, academic appointees are eligible for medical leave as follows:
 1. A full-time (75% or greater) academic appointee is eligible for paid medical leave. The maximum amount of paid medical leave for a full-time academic appointee is 15 weeks, up to six weeks of leave at full pay and up to nine additional weeks at half pay. An academic appointee is expected to return to work before being eligible for a subsequent paid leave for the same or related medical condition.
 2. Any appointee seeking a leave pursuant to this section must request a medical leave and follow campus- or unit-specific procedures governing the medical documentation required to support the leave.
- c. Time spent on informal medical absences normally does not count toward the 15-week maximum for paid leave. However, if during an informal absence, the appointee applies for a paid medical leave under [Paragraph 2](#) for the same or a related issue, then the time already spent on a medical absence does count as part of the 15-week maximum for paid leave.
- d. During a medical leave, the tenure clock stops unless the academic appointee requests otherwise. An appointee's abstention from performance of duties during the leave period shall not be considered in the evaluation for reappointment, tenure, promotion, or merit pay.
- e. For a pregnancy-related medical leave, no medical documentation is needed for the period of two weeks before birth and four weeks after birth. An appointee may take an additional 9 weeks of medical leave at half pay if medically necessary and documented according to campus- or unit-specific procedures. This pregnancy-related medical leave is separate from family formation leave ([See Section C. below](#)).
- f. Medical leave may be intermittent, continuous block, or reduced schedule (i.e., part-time) depending on the medical condition.
- g. Time spent on paid medical leave counts towards eligibility for sabbaticals and retirement benefits.

2. Family Formation Leave

- a. Family formation leave for academic appointees at the IU School of Medicine is governed by [ACA-51](#).
- b. Family formation refers to the birth or placement of a child with an academic appointee through adoption or foster care. If both parents in the household (whether spouses or domestic partners) are employees of Indiana University, each parent may take the family formation leave provided under this policy, if the parent is an academic appointee, or [HR-05-65](#), if the parent is staff.
- c. Both 10- and 12-month academic appointees become eligible for up to 12 weeks of family formation leave after one year of continuous full-time Indiana University service. Visiting and post-doctoral academic

appointees are not eligible for family formation leave with pay, but they are eligible for up to 12 weeks of unpaid leave.

- d. Family formation leave must be concluded within six months of the birth of the child or, in the case of adoption or foster care, within six months of the date on which the child is placed in the physical custody of the academic appointee.
- e. Family formation leave is separate from and in addition to any medical leave for which the appointee may be eligible, including pregnancy-related medical leave provided in [Section A.6. above](#).
- f. When an academic appointee intends to take family formation leave, the appointee must provide written notice according to campus- or unit-specific procedures, including any requirements that tenure-probationary faculty must follow to document tenure status while on family formation leave.
- g. Flexibility and Teaching Assignments
 1. When a family formation leave would prevent an academic appointee from carrying out regular teaching responsibilities in two consecutive terms, the appointee must reach an agreement with the relevant academic unit that meets the needs of both the appointee and the academic unit. Agreements may include a reduced teaching schedule in one or more terms, partial-term teaching schedules, additional non-teaching duties, or a combination of paid and unpaid leave. Appointees and academic units are encouraged to be creative and flexible in developing solutions that are fair to both the individual and the university.
 2. All family formation leave agreements that span two terms must be committed to writing and approved by the campus chief academic affairs officer, who will ensure that the agreement has been entered into voluntarily and is fair to both the appointee and the university.
- h. During a family formation leave, the tenure clock stops unless the academic appointee requests otherwise. Abstention from performance of duties during the leave period shall not be considered in the evaluation for reappointment, tenure, promotion, or merit pay.
- i. All [academic breaks](#) count in the leave period. For appointees on twelve-month appointments, an appointee's [vacation days](#) do not count in the total twelve-week eligibility period.
- j. Academic appointees may take family formation leave up to twice every five years.
 1. A 10-month appointee must return to full-time service for at least one fall or spring semester between leaves; a 12-month appointee must return to full-time service for at least five months between leaves.
 2. The first week of a paid family formation leave begins the period for calculating both the twelve-week leave and the five-year eligibility period.
 3. The maximum of twice in five years applies to any combination of family support leave ([Section C. below](#)) and family formation leave, but does not apply to medical leave, including medical leave for pregnancy.
- k. Time spent on family formation leave counts towards eligibility for sabbaticals, time in service, and retirement benefits.

3. Family Support Leave

- a. Family support leave for academic appointees at the IU School of Medicine is governed by [ACA-51](#).
- b. Family support leave is intended for the primary care of an academic appointee's eligible family member with a serious health condition. Eligible family members are the spouse, domestic partner, parent, dependent child, or dependent child of the appointee's spouse or domestic partner.
- c. Both 10- and 12-month academic appointees become eligible for family support leave after one year of continuous full-time Indiana University service. Visiting and post-doctoral academic appointees are not eligible for family support leave with pay, but they are eligible for up to 12 weeks of unpaid leave.
- d. Informal absences that will last less than three weeks (15 working days) per year are handled within the unit and are fully paid. The academic appointee must inform the department chair or unit director of the absence and its expected length.

- e. For a family support leave that will extend for more than three weeks (15 working days) in a calendar year, the appointee must follow campus- or unit-specific procedures, including documentation of the medical need and the necessity for caregiving as well as any requirements that tenure-probationary faculty must follow to document tenure status while on family support leave.
- f. A family support leave may last up to 12 weeks, and may be intermittent, continuous block, or reduced schedule (i.e., part-time), depending on the medical condition and the necessity for care.
- g. Time spent on informal family support absences normally does not count toward the 12-week maximum for paid leave. However, if during an informal absence, the appointee applies for a family support leave for the same or a related issue, then the time already spent on the absence does count as part of the 12-week maximum for paid leave.
- h. **Flexibility and Teaching Assignments**
 - 1. When a family support leave would prevent an appointee from carrying out regular teaching responsibilities in two consecutive terms, the appointee must reach an agreement with the relevant academic unit that meets the needs of both the appointee and the academic unit. Agreements may include a reduced teaching schedule in one or more terms, partial-term teaching schedules, additional non-teaching duties, or a combination of paid and unpaid leave. Appointees and academic units are encouraged to be creative and flexible in developing solutions that are fair to both the individual and the university.
 - 2. All family support leave agreements which span two terms must be committed to writing, signed by the appointee and the head of the relevant academic unit, and approved by the campus chief academic affairs officer, who shall be responsible for ensuring that the agreement has been entered into voluntarily and is fair to both the appointee and the university.
- i. Eligible academic appointees may take paid family support leave up to twice every five years.
 - 1. A 10-month appointee must return to full-time service for at least one fall or spring semester between leaves; a 12-month appointee must return to full-time service for at least five months between leaves.
 - 2. The first week of any paid family support leave begins the period for calculating both the twelve-week leave period and five-year eligibility period.
 - 3. The maximum of twice in five years applies to any combination of family support and family formation leave ([Section B. above](#)), but does not apply to paid medical leave ([Section A. above](#)), including paid medical leave for pregnancy.
 - 4. An academic appointee who has exhausted paid family support leave, but has an ongoing need to provide care for eligible family member with a serious health condition may request a leave without pay ([Section F. below](#)).
- j. An eligible academic appointee shall be compensated at the following amounts for the duration of a paid family support leave period (twelve weeks maximum per instance, up to twice within each five years):
 - 1. For academic appointees earning salaries up to and including \$125,000 annually, the leave shall be at full salary.
 - 2. For academic appointees earning salaries above \$125,000 annually, the percentage of pay they receive shall be reduced by 1% for each \$2,000 in salary above \$125,000; however, the percentage of paid leave shall not fall below 50% of the academic appointee's salary.
- k. Time spent on paid family support leave counts towards eligibility for sabbaticals, time in service, and retirement benefits.

4. **Funeral/Bereavement Leave**

Academic appointees may be absent up to three days with pay for the death or funeral of the following family members: spouse, domestic partner, child, grandchild, parent (or an individual who stood in loco parentis to the academic appointee prior to the age of 18), sibling, grandparent, in-law relative of the same degree, step-relative of the same degree; or other relative of whom the appointee is the sole survivor. These three days will not be counted in the total of medical leave days under [Section A. of this policy](#) or, for 12-month appointees, vacation days per year provided under [Section F. of this policy](#).

5. Leave Without Pay; Prestigious Leave

- a. An academic appointee may request leave without pay (LWOP), including a prestigious leave, through the procedure adopted by the campus.
- b. A request for LWOP should be made in writing to the department chair or unit head and should be accompanied by a brief statement of the reasons for which the leave is sought. The campus will determine whether a requested leave is a prestigious leave.
- c. Final approval of LWOP rests with the campus Provost/Chancellor.
- d. A LWOP is typically limited to one year, but may be extended for a second year for good cause.
- e. The university will not make contributions to an academic appointee's retirement funds while on LWOP. See "Additional Considerations" tab in https://hr.iu.edu/bcc/status/leave_of_absence.htm.
- f. Continuation of the appointee's benefit plans while on LWOP, including life and health insurance, will be in accordance with current HR policy. See https://hr.iu.edu/bcc/status/leave_of_absence.htm.
- g. Time on LWOP typically counts toward tenure.
- h. Time on LWOP accrues university service credit, which may be relevant under other university policies, such as [IU Retiree Status Eligibility](#).
- i. Time on LWOP typically does not count towards sabbatical eligibility, except for prestigious leaves.
- j. Exceptions to the provisions of this Section may be approved following campus guidelines.

6. Vacation Leave for 12-month Appointees

- a. Vacation leave is voluntary paid time off that is available to 12-month appointees.
- b. Academic appointees with 12-month appointments have 22 working days of vacation leave per year, as "year" is defined by their unit for their appointment category (e.g., academic, fiscal, calendar; "grant year" as defined by a federal grant). Appointees with partial year or partial effort appointments have the number of days of vacation days equal to 22 days pro-rated in accordance with the terms of their appointment.
 1. Units should, to the extent practicable, use a consistent definition of year and process for accrual of vacation leave for all of their 12-month academic appointees. Units should develop a process for incremental accrual for 12-month appointees in their first year. At a minimum, units should allow appointees to accrue at least 11 days in the first six months of the appointment.
 2. Appointees are not required to use vacation for official [campus holidays](#), but are required to use vacation for time taken off during [academic breaks](#). Days during which an office or function is officially closed by the unit head are counted the same as official campus holidays, and the appointee is not required to use vacation days.
 3. Unused vacation days do not carry over to future years, but appointees are compensated for any unused time up to 22 days upon separation or retirement.
- c. The use of vacation leave must be approved by the unit head. Specific scheduling must meet the needs of the individual and the unit.

7. Sabbatical Leave

- a. Tenured and tenure-probationary faculty members have responsibility for two academic functions, teaching and research. Travel to use other libraries or research centers, to work with other scholars, to conduct field research, or to engage in creative activity is generally necessary for scholarly endeavor. A sabbatical leave is designed to provide time for such scholarly research and creative activity and associated travel and to allow faculty to keep abreast of developments in their fields of service to the university.
 1. The university makes the investment in a sabbatical leave in the expectation that the sabbatical will significantly enhance the faculty member's capacity to contribute to the objectives of the university.
 2. Faculty proposals for sabbatical leave must include a statement indicating the manner of achieving the objectives of sabbatical leaves, which may include research on significant problems; important creative or descriptive work in any means of expression, for example, writing, painting, etc., postdoctoral study

- along a specified line at another institution, or other projects satisfactory to the responsible committee(s) and/or dean(s).
- b. Tenured and tenure-probationary librarians are responsible for the collection, dissemination and preservation of information and source materials and for services in support of all academic functions of the university.
 1. Indiana University recognizes that, as is the case with faculty, sabbatical leave for librarians is an investment that will significantly enhance the librarian's capacity to contribute to the objectives of the university.
 2. Librarian proposals for sabbatical leave must include a statement indicating the manner of achieving the objectives of sabbatical leaves, which may include scholarly and pedagogical research, creative work, post-master's study such as a second master's degree or doctorate (normally undertaken at another institution), and other projects satisfactory to the responsible committees and/or deans.
 - c. An academic appointee is eligible to apply for one sabbatical leave for each period of seven years' full-time service in faculty rank following the completion of the first six years of full-time service at Indiana University.
 1. For example, an academic appointee may be granted one sabbatical leave in the seventh through thirteenth year of service, and another sabbatical leave in the fourteenth through twentieth year of service.
 2. Time on a sabbatical leave counts as full-time service for purposes of establishing eligibility for a subsequent sabbatical leave.
 3. Leaves without pay do not count as part of the period by which eligibility for sabbatical leave is determined, except for prestigious leaves.
 - d. Although not part of the university's sabbatical leave program, units are encouraged to provide sabbatical-like leaves for non-tenure-track faculty for professional development.
 - e. A sabbatical leave will not be granted to an academic appointee who has been denied reappointment for the academic year immediately following the proposed leave.
 - f. A sabbatical leave will not be granted for the last year of an academic appointee's service prior to retirement or for an academic appointee who intends to resign at the end of the year for which sabbatical is requested.
 - g. A sabbatical leave will not be granted until at least four years have passed since the prior sabbatical. Sabbatical leaves typically cannot be accumulated or "stacked" from one seven-year period to the next.
 - h. A proposed sabbatical leave will be approved upon a determination that the purpose of sabbatical leaves set forth in [Paragraph 1](#) above will be achieved.
 - i. Each campus shall adopt procedures for the submission and approval of proposals for sabbatical leaves. All campus approval procedures must:
 1. Condition approval of a proposed sabbatical leave on an agreement in writing that the academic appointee will reimburse Indiana University for any salary, retirement contributions, and insurance premiums paid during the sabbatical leave if the academic appointee does not return to the university for at least two semesters following the leave.
 2. Require the academic appointee to adhere to a plan for the sabbatical that is developed as part of the approval process and that includes the submission of a report of activities undertaken during the sabbatical at the termination of the leave. The report must be submitted no later than three months after the appointee's return to the campus and will be used in evaluating future applications for sabbatical leave of appointees who have had one or more sabbatical leaves.
 3. Provide a process for review by the campus chief academic affairs officer of a decision by a department chair, school dean, or other unit head to deny approval for or delay an appointee's sabbatical leave.
 - j. Sabbatical leave will be for one semester at full salary or for one year at half salary.
 1. For an academic appointee with a twelve-month appointment, one semester is interpreted as 5 months, and one year as 10 months.

2. Except as provided below, academic appointees shall not seek or accept salary or stipend during a sabbatical leave from other sources than the university except:
 - a. Academic appointees on sabbatical leave may receive grants from other sources for travel and research expenses incident to their scholarly activity.
 - b. Appointees on leave for a year at half pay may engage in other scholarly activity consistent with that for which leave is granted and receive salary, stipend, or honoraria from other sources including external funding in amounts such that total salary, stipend, and honoraria do not exceed approximately the annual income normally earned.
- k. Academic appointees who are considering a sabbatical leave should consult with the campus chief academic affairs officer and with the UHR benefits office at askHR@iu.edu for case-specific information about benefits while on a sabbatical leave. The following guidelines apply in all cases:
 1. Health care benefits continue during the semester or year of the sabbatical leave.
 2. The university continues the academic appointee's Group Life insurance based on the full-time salary rate.
 3. The university makes retirement plan contributions based on actual IU pay received.
- l. Final approval rests with the campus Provost/Chancellor.
- m. An academic appointee may subsequently change sabbatical timing with the consent of the unit and the campus chief academic affairs officer.
- n. Academic administrators should arrange departmental schedules so as to permit eligible academic appointees to take sabbatical leaves while minimizing the cost of substitute instruction and the disruption of the departmental program.

8. Military Leave

- a. Military leaves are implemented in accordance with federal law, which protects the employment of all employees of Indiana University, including academic appointees, who have voluntarily enlisted in or who have been inducted into or called to duty by the uniformed services of the United States. These protections include leaves of absence for training and active duty and continuation and restoration of certain benefits.
- b. Indiana law allows family members of individuals on active duty in the uniformed services to take temporary leaves of absence within specified time frames.
- c. Because of the type and nature of academic appointments and the fundamental differences between the way academic appointees and staff accrue and use paid time off, academic unit heads will address the implementation of military duty or military family leave, including short-term deployments, on a case-by-case basis in consultation with the academic appointee and IUHR to ensure that academic appointees receive the leaves and protections to which they are entitled. (See [HR-05-60, Leaves for Military Duty and Leaves for Military Families](#) for information about leaves available to Indiana University staff employees and how these leaves are to be implemented.)

9. Leave for Jury or Witness Duty

An academic appointee who is called for jury duty will be allowed absence with pay for the period of service as a juror. An academic appointee who has been subpoenaed will be allowed absence with pay when serving as a witness.

10. Other

While the categories set forth in this policy cover most kinds of leave available to academic appointees, they are not exhaustive. A request for a discretionary leave shall be submitted in writing and approved by the department chair or unit head of the appointee's unit, the Dean of the school or college, and the campus chief academic affairs officer.

11. Campus-Specific Procedures

Each campus shall adopt procedures for the implementation of this policy that includes, at a minimum:

- a. A requirement that the department or unit maintain documentation related to all leaves taken by its academic appointees.

- b. Procedures governing the submission and approval of proposals for sabbatical leaves, which include the criteria identified in [Paragraph G. above](#).
- c. Criteria that will be used in evaluating requests for leave without pay under [Paragraph F. above](#).

Definitions

Academic Breaks: Fall, Thanksgiving, Winter, and Spring breaks.

Campus Holidays: New Year's Day, Martin Luther King Jr. Day; Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day.

Chief Academic Affairs Officer: The Vice Provost, Executive Vice Chancellor, or Vice Chancellor on each campus responsible for faculty and academic affairs or designee.

Provost/Chancellor: Includes that official's designee.

Semester: The spring and fall terms as defined by the common calendar, including grading periods.

Term: A semester and/or a summer session of at least 12 weeks as defined by the campus in which a unit offers full-credit classes.

History

On December 7, 2020, the UFC approved updates to the university policies related to leaves for academic appointees ([ACA-46, Vacation for 12-Month Appointees](#); [ACA-47, Sabbatical Leaves for Faculty and Librarians](#); [ACA-48, Leave Without Pay](#); [ACA-49, Other Leaves](#); and [ACA-50, Paid Family Leave for Academic Appointees](#)) and also approved the consolidation of these policies into a single policy for ease of reference, as follows:

DETAILS:

ACA-46, Vacation 12-Month Academic Appointees: UFC, March 7, 1967, Board of Trustees, April 21, 1967. On December 7, 2020, the UFC approved non-substantive updates to ACA-46 and approved the consolidation of the updated content into ACA-47, Leaves for Academic Appointees.

ACA-47, Sabbatical Leaves for Faculty and Librarians: Action by Board of Trustees, June 2, 1939; February 25, 1952; December 5, 1981; April 11, 2013. Action by Faculty Council, November 15, 1949; May 25, 1956; and May 5, 1964. Action by University Faculty Council, October 13, 1981; April 27, 1982, March 26, 2013. On December 7, 2020, the UFC approved non-substantive updates to ACA-47 and approved the consolidation of updated content of ACA-46 through -50 into ACA-47, Leaves for Academic Appointees.

ACA-48, Leave Without Pay: Action by Faculty Council, May 5, 1964; December 3, 1968; July 25, 1969); Administrative updates in 2015 and 2020 to align with HR policies applicable to all university faculty and staff ([Health Care Benefits During An Unpaid Leave of Absence](#); [Discretionary Leave of Absence](#), which affects university service credit while on LWOP). On December 7, 2020, the UFC approved non-substantive updates to ACA-48 and approved the consolidation of the updated content into ACA-47, Leaves for Academic Appointees.

ACA-49, Other Leaves: Action by Board of Trustees, October 20, 1961 (Military Leave); Board of Trustees, December 20, 1942 (Jury Duty and Witness Appearance); Board of Trustees, January 20, 1973 (Sick Leave); Board of Trustees, June 29, 1974 (Pregnancy and Childbearing). Interim provisions to this policy were put into effect on August 17, 2020 to comply with the Families First Coronavirus Response Act (FFCRA). On December 7, 2020, the UFC approved non-substantive updates to ACA-49 and approved the consolidation of the updated content into ACA-47, Leaves for Academic Appointees.

ACA-50, Paid Family Leave for Academic Appointees: Board of Trustees on June 20, 2008; December 9, 2011; non-substantive administrative revision August 28, 2019, to provide context for implementation of paid family leave in the academic setting. Interim provisions to this policy were put into effect on August 17, 2020 to comply with the Families First Coronavirus Response Act (FFCRA). On December 7, 2020, the UFC approved non-substantive

updates to ACA-50 and approved the consolidation of the updated content into ACA-47, Leaves for Academic Appointees.

Related Information

[Benefit information for LWOP](#)

SUPERSEDED AS OF 12/31/2020

COVID-19 FAQ

As of December 8, 2020

Page: COVID-19 Related Leaves

This page contains information about COVID-19 related leaves available to IU employees, including the [Families First Coronavirus Response Act \(FFCRA\)](#), which was signed into law to address the impact of the COVID-19 pandemic and national emergency. Pursuant to the FFCRA, Indiana University will provide eligible employees with paid sick leave or emergency family and medical leave for specified reasons related to COVID-19. Because IU maintained employees' pay status from March 23, 2020 through June 30, 2020, the leaves offered through FFCRA will apply at IU from July 1, 2020 through December 31, 2020. Additionally, Keep IU Healthy leave (KIH) is available for employees for certain COVID-19 related absences.

See below for answers to the most frequently asked questions about COVID-19 related leaves and the FFCRA. If you have additional questions, please contact your HR representative or ask HR at askHR@iu.edu or [812-856-1234](tel:812-856-1234) for guidance and clarification.

Leave Options

I need time off to care for myself due to COVID-19 illness. What are my options for leaves?

You may be eligible for the Emergency Paid Sick Leave (EPSL) or the Keep IU Healthy leave (KIH).

See the [Guide to Using COVID-19 Leaves for Staff and Temporary Employees](#) and related [EPSL](#) or [KIH](#) FAQ for details.

Last updated August 14, 2020

I need time off to care for another individual due to COVID-19 illness. What are my options for leaves?

You may be eligible for the Emergency Paid Sick Leave (EPSL).

See the [Guide to Using COVID-19 Leaves for Staff and Temporary Employees](#) and related [EPSL](#) FAQ for details.

Last updated August 14, 2020

My child(ren)'s school or child care facility is closed or we have chosen online learning, what are my options for leaves?

You may be eligible for Emergency Paid Sick Leave (EPSL) and/or Emergency Family and Medical Leave Act (EFMLA).

See the [Guide to Using COVID-19 Leaves for Staff and Temporary Employees](#) and related [EPSL](#) or [EFMLA](#) FAQ for details.

Last updated August 14, 2020

About the FFCRA

What is the Families First Coronavirus Response Act (FFCRA)?

The Families First Coronavirus Response Act (FFCRA) is Federal legislation that provides two types of COVID-19-related leave to employees:

1. Emergency Paid Sick Leave ([EPSL](#))
2. Emergency Family & Medical Leave Act ([EFMLA](#))

Please review the [Guide to Using COVID-19 Leaves](#) for a side-by-side comparison of the two leaves offered through the FFCRA.

Last updated June 30, 2020

How long are these leaves available for use?

FFCRA leaves are available through December 31, 2020.

Last updated June 26, 2020

Can I use FFCRA leaves if I am furloughed?

Not for the hours furloughed, whether paid or unpaid. For example, an employee furloughed 20 hours per week and working 20 hours per week could use 20 hours of EPSL or EFMLA for the 20 hours per week they were scheduled to work, but not for the 20 hours they are furloughed. An employee who is on a full furlough cannot use EPSL or EFMLA.

Last updated June 26, 2020

What is the difference between EPSL and EFMLA? How do I know which one applies?

Please review the [Guide to Using COVID-19 Leaves](#) for a side-by-side comparison of the two leaves offered through the FFCRA.

Last updated June 30, 2020

Is a doctor's note required for my own COVID-related illnesses?

Documentation indicating you are under quarantine or isolation order, being screened, tested, or are under the care of a health care provider for COVID-19 may be necessary to qualify for EPSL or KIH.

Last updated August 14, 2020

Emergency Paid Sick Leave Act (EPSL)

Who is eligible for EPSL?

All current employees (academic appointees, adjuncts, student academics, staff, work-study, and temporary employees) are eligible for this leave. The employee must be scheduled to work and be unable to work on campus or remotely.

*In the case of student academic appointees and adjunct instructors, they must meet one of the qualifying reasons below:

- A student academic appointee must have a pre-existing, formal agreement for specific duties for the fall 2020 term.
- An adjunct instructor must have a pre-existing formal appointment for specific duties for the fall 2020 term, and the course(s) have not been cancelled due to lack of enrollment.

Last updated August 14, 2020

What are the qualifying reasons to use this leave?

To qualify for EPSL, an employee must be unable to work on campus or remotely because they are:

- a. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- b. advised by a health care provider to self-quarantine related to COVID-19;
- c. experiencing COVID-19 symptoms and seeking a medical diagnosis;
- d. caring for an individual subject to an order described in (a) or subject to self-quarantine as described in (b);
- e. caring for a child whose school or place of care is closed (or online only), or they have chosen online learning or to keep their child home from a child care facility due to COVID-19 related reasons; or
- f. experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Last updated June 26, 2020

My child's school or daycare is open, but I have chosen an online/at-home learning option or to keep them home from daycare, is this a qualifying reason for EPSL?

Yes. As long as you have not exhausted your available EPSL balance and are the one providing care for the child with no other co-parent or guardian available, you would qualify for EPSL in this case. Except in special circumstances, the child must be 14 years or younger.

Last updated July 17, 2020

How much EPSL time can I receive?

Regardless of the number of qualifying events, employees will receive a total of 80 hours of EPSL, prorated for part-time and temporary employees, through December 31, 2020.

For example, an employee who uses 80 hours of EPSL in August for childcare will not be eligible for an additional 80 hours if they have a different qualifying event at a later date (e.g. they test positive for COVID-19).

Last updated August 14, 2020

Can I take my EPSL in less than full day increments or intermittently?

Staff & Temporary

For non-child care related usage: For employees working on campus, EPSL must be used in full-day, consecutive blocks. Employees who are working remotely, and who are able to work, may take EPSL intermittently in full-day increments.

For child care related usage: When an employee uses EPSL because their child's school or place of care is closed due to COVID-19 (or they choose an online/at home option), the time must be taken in full-day increments only, but may be taken intermittently (e.g. an employee is off Monday, Wednesday, and Friday).

Academic

Consistent with CDC guidelines on quarantine and Department of Labor guidance, and in the event the employee cannot work remotely, EPSL must be taken in full-day, consecutive blocks when the employee or someone the employee is caring for has COVID-19 or symptoms of COVID-19, or when the employee or someone the employee is caring for is subject to a COVID-19-related Federal, State, or local quarantine or isolation order.

Academic appointees using EPSL because their child's school or place of care is closed (or child care provider is unavailable) due to COVID-19 can only take EPSL in a consecutive block of time of up to two workweeks.

Last updated August 14, 2020

How much will I be paid for the EPSL?

Staff & Temporary

Staff and temporary employees will be paid their regular rate of pay for the number of hours on leave, up to a maximum of 80 hours, prorated for part-time and temporary employees.

Academic

Academic appointees will be paid for up to two weeks of regular pay.

Last updated August 14, 2020

How do I record EPSL on my timesheet?

For staff and temporary employees:

- For all non-exempt employees: Only Payroll Processors will be allowed to enter EPSL codes in Quali TIME (employees and supervisors will be expected to put notes in the timesheet indicating days taken).
- Exempt employees will enter their own EPSL codes in ePTO.

See [COVID-19 Leave Coding](#) for more details.

Last updated June 26, 2020

How will EPSL be reported for academic appointees?

An academic appointee wishing to use EPSL for medical purposes should notify their supervisor and their designated campus contact, who will then notify their campus academic affairs office of the leave. EPSL hours for academics will be recorded in HRMS by the campus academic affairs office. Those using ESPL because their child's school or place of care is closed (or child care provider is unavailable) due to COVID-19 should use the [Child Care Leave Request for Academic Appointees](#) form.

Last updated August 14, 2020

Will I get paid for the available hours if I don't use them?

Unused EPSL will not be paid, nor will unused leave hours carry over into 2021.

Last updated June 26, 2020

How do I apply for this leave?

Staff & Temporary

Staff and temporary employees who believe they have a need for this leave should complete one of the forms below or contact their supervisor or unit HR representative:

- [Non-Child Care Leave Request for Staff & Temporary Employees](#)
- [Child Care Leave Request for Staff & Temporary Employees](#)

Academic

Academic appointees should use the appropriate form below and notify their campus academic affairs office or HR representative that they would like to take the EPSL leave. Supporting documentation may be required.

- [Non-Child Care Leave Request for Academic Appointees](#)
- [Child Care Leave Request for Academic Appointees](#)

Last updated August 14, 2020

Emergency Family and Medical Leave (EFMLA)

Who is eligible for EFMLA?

All employees (academic appointees, adjuncts, student academics, staff, work-study, and temporary employees) are eligible if they:

- Have been employed at Indiana University for at least 30 calendar days in the 2020 calendar year.
- Were scheduled to work and cannot work on campus or remotely because their child's school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
- AND have NOT already exhausted their FMLA or Paid Family Leave in 2020.
- *A student academic appointee must have a pre-existing formal appointment for specific duties for the fall 2020 term. An adjunct instructor must have a pre-existing formal appointment for specific duties for fall 2020 term, and the course(s) have not been cancelled due to lack of enrollment.

Last updated August 14, 2020

What are the qualifying reasons for using this leave?

An employee qualifies for EFMLA if they are caring for a child whose school or place of care is closed (or online only), or they have chosen online learning or to keep their child home from a child care facility due to COVID-19 related reasons.

Last updated June 26, 2020

Does caring for step-children, grandchildren, etc. count?

Under the FFCRA, a “son or daughter” is your own child, which includes your biological, adopted, or foster child, your stepchild, a legal ward, or a child for whom you are standing in loco parentis—someone with day-to-day responsibilities to care for or financially support a child. Employees may also be off to care for their child 18 years or older who has a serious health condition and is incapable of self-care because of a mental or physical disability.

Last updated June 26, 2020

My child’s school or daycare is open, but I have chosen an online/at-home learning option or to keep them home from daycare, is this a qualifying reason for EFMLA?

Yes. As long as you have been employed at IU for 30 days, and have not previously exhausted your FMLA/EFMLA balance for calendar year 2020, and you are the one providing care for the child with no other co-parent or guardian available, you would qualify for EFMLA in this case. Except in special circumstances, the child must be 14 years or younger.

Last updated July 17, 2020

How much EFMLA time can I receive?

EFMLA provides up to 12 weeks of leave for eligible employees who have a qualifying reason. Note that:

- The first two weeks are unpaid.
- Leave taken under EFMLA counts towards a staff or temporary employee’s allotment of 12 weeks available to them under regular FMLA. Additionally, any regular FMLA staff or temporary employee used previously in calendar year 2020, or any Paid Family Leave an academic appointee previously took in calendar year 2020 will reduce the bank of EFMLA time available.

Last updated August 14, 2020

How much time am I eligible for if I am a temporary employee, student academic appointee, or an adjunct instructor?

Staff & Temporary

For staff and temporary employees, supervisors will follow guidance provided by IU HR.

Academic

For academic appointees, follow guidance provided by your campus academic affairs offices to determine eligible hours based on scheduled/expected work or average hours.

For student academic appointees and adjunct instructors, in general, the weeks taken will be compared to the normal pay for those scheduled weeks. Unless specifically authorized otherwise, academic employees must take EFMLA in weekly blocks of time.

Last updated August 14, 2020

Can I take my EFMLA in less than full day increments?

Staff & Temporary

For staff and temporary employees, EFMLA must be taken in full-day increments.

Academic

Academic appointees must take EFMLA in full week increments.

Last updated August 14, 2020

Can I take my EFMLA intermittently, or must it be taken consecutively?

Employers are not required to permit intermittent EFMLA. Indiana University will permit intermittent leave as listed below.

Staff & Temporary

For staff and temporary employees, EFMLA may be taken intermittently in full-day increments (e.g., an employee is off Monday, Wednesday, and Friday).

Academic

For academic appointees, EFMLA must be taken in full-week increments. Although Indiana University is not required to extend intermittent leave, non-consecutive days of leave can be considered on a case-by-case basis, depending on circumstance and nature of work.

Last updated August 14, 2020

How much will I be paid for the EFMLA?

Staff & Temporary

The *first two weeks* of EFMLA are unpaid. However, staff and temporary employees have the following options for the first two weeks:

- Those who have not used their two weeks of allotted EPSL time may use that time to cover the first two weeks of EFMLA.
- Staff employees may also choose to supplement with their own accrued time off. If an employee chooses to do so, it must be used in the following prioritized order:
 1. Compensatory time
 2. Vacation (VFL)/PTO (PFL)
 3. Holiday

4. Income Protection/PTO Sick

For the *following 10 weeks*, staff employees will be required to first use their accrued time off (which will count toward their FMLA) in the above prioritized order.

Should staff and temporary employees have less than a full day's worth of accrued time off, they are entitled to receive pay at 2/3 their regular rate—up to \$200 per day and \$10,000 in the aggregate—over a 10-week period.

Academic

For academic appointees, after two weeks covered by EPSL (at regular pay), payments will be at the rate of 2/3 the regular rate, with a further cap of up to \$200 per day or \$10,000 in the aggregate.

Last updated August 14, 2020

How do I record EFMLA on my timesheet?

Staff & Temporary

- Non-exempt employees: Only Payroll Processors will be allowed to enter EFMLA codes in Quali TIME (employees and supervisors will be expected to put notes in the timesheet indicating days taken).
- Exempt employees will enter their own EFMLA codes in ePTO.

See [COVID-19 Leave Coding for Staff & Temporary Employees](#) for details.

Academic

Academic appointees should notify their supervisor and their unit HR representative, who will notify their campus academic affairs office to record the leave in the HRMS system. EFMLA leaves for academic appointees will be recorded in HRMS with newly established leave codes. The campus academic affairs office will guide this process while coordinating with departments on leave eligibility and approvals.

Last updated August 14, 2020

Will I get paid for the available hours if I don't use them?

Unused EFMLA will not be paid, nor will unused leave hours carry over into 2021.

Last updated June 26, 2020

If I previously took FMLA time in calendar year 2020, how much EFMLA time will I have available to me?

Staff & Temporary

For staff and temporary employees, any regular FMLA time previously used in calendar year 2020 will reduce the amount of time available to you under EFMLA. For example, an employee who used four weeks of FMLA in January 2020 will only be eligible for up to eight weeks of EFMLA.

Academic

For academic appointees, any Paid Family Leave previously used in calendar year 2020 will reduce the amount of time available to you under EFMLA. For example, an employee who used four weeks of Paid Family Leave in January 2020 will only be eligible for up to eight weeks of EFMLA.

Last updated August 14, 2020

Is leave time taken under EFMLA included in the overall FMLA or Paid Family Leave limits?

Yes, the Department of Labor has specified that EFMLA is included in the regular FMLA limit. As specified in applicable staff and academic policies, hours used for this leave count toward overall FMLA (for staff and temporary employees) or Paid Family Leave (for academic appointees) usage for the 2020 calendar year.

Last updated August 14, 2020

How do I apply for this leave?

Staff & Temporary

Staff and temporary employees who believe they have a need for this leave should complete the form below or contact their supervisor or unit HR representative.

- [Child Care Leave Request for Staff & Temporary Employees](#)

Academic

Academic appointees who believe they have a need for this leave should complete the form below or contact their campus academic affairs office or unit HR representative.

- [Child Care Leave Request for Academic Appointees](#)

Last updated August 14, 2020

Keep IU Healthy Leave (KIH)

What is the Keep IU Healthy leave (KIH)?

In order to help protect the IU community, the Keep IU Healthy leave (KIH) gives employees time off for any scheduled work missed during a 14-calendar day period for a qualifying reason.

Last updated August 14, 2020

Who is eligible for KIH?

All employees (academic appointees, adjuncts, student academics, staff, and temporary employees) are eligible for this leave. In order to qualify, employees must be scheduled to work and be unable to work on campus or remotely.

Last updated August 14, 2020

What are the qualifying reasons to use this leave?

To qualify for KIH, employees must be unable to work on campus or remotely because they are:

- Exhibiting symptoms of COVID-19 and seeking a medical diagnosis, or
- Required to self-isolate because of a positive COVID-19 diagnosis.

Last updated August 14, 2020

How much KIH do I receive?

After exhausting all available EPSL, employees are eligible for KIH for any scheduled work missed during a 14-calendar day period because of a qualifying reason.

Last updated August 14, 2020

Can KIH be used before EPSL?

Typically, employees must exhaust EPSL prior to using KIH. KIH may be used before EPSL at the determination of the department. If a non-exempt employee working on campus is sent home before the end of their shift because of a qualifying reason, they may use KIH to cover any remaining hours for that day. They must then exhaust all remaining EPSL during any subsequent time off.

Last updated August 14, 2020

Can I take my KIH in less than full day increments or intermittently?

Staff & Temporary

For employees working on campus, KIH must be used in full-day, consecutive blocks. Employees who are working remotely, and who are able to work, may take KIH intermittently in full-day increments.

Academic

Consistent with CDC guidelines on quarantine and Department of Labor guidance, and in the event the employee cannot work remotely, KIH must be taken in full-day, consecutive blocks when the employee or someone the employee is caring for has COVID-19 or symptoms of COVID-19, or when the employee or someone the employee is caring for is subject to a COVID-19-related Federal, State, or local quarantine or isolation order.

Last updated August 27, 2020

How much will I be paid for the KIH?

Employees will be paid their regular rate of pay for any scheduled work missed over the course of a 14-calendar day period.

Last updated August 14, 2020

How do I record KIH on my timesheet?

- For all non-exempt employees: Only Payroll Processors will be allowed to enter the KIH codes in Quali TIME (employees and supervisors will be expected to put notes in the timesheet indicating days taken)
- Exempt employees will enter their own KIH codes in ePTO.
- Academics' leave time will be entered centrally at the campus level.

See [COVID-19 Leave Coding for Staff & Temporary Employees](#) for details.

Last updated August 27, 2020

How do I apply for this leave?

Staff & Temporary

Staff and temporary employees who believe they have a need for this leave should contact their supervisor or HR representative.

Academic

Academic appointees or their unit head may initiate leave by completing the [non-child care related form](#).

Last updated August 27, 2020

**APPLICATION GUIDE FOR STAFF & TEMPORARY EMPLOYEES****Emergency Paid Sick Leave (EPSL), Keep IU Healthy (KIH) Leave, & Emergency Family Medical Leave Expansion Act (EFMLA)**

EPSL, KIH, and EFMLA can only be taken if an employee is unable to work on campus or remotely for qualifying COVID-19 reasons. Other requirements apply. Visit the FFCRA page of the HR COVID-19 FAQ at hr.iu.edu/relations/coronavirus.html for additional details.

	EPSL	KIH	EFMLA
Effective Date	July 1, 2020	July 1, 2020	July 1, 2020
Expiration Date	December 31, 2020	TBD	December 31, 2020
TYPE OF LEAVE COVERED			
Medical leave for self due to COVID-19 related reasons	Yes	Yes	No
Medical leave to care for an individual due to COVID-19 related reasons	Yes	No	No
Leave to care for employee's child (under 18) for child care issues related to COVID-19¹	Yes	No	Yes
KEY PROVISIONS			
Amount of leave available	2 weeks (80 hours) ²	Varies ³	12 weeks (480 hours) ⁴
Pay amount during leave	Full pay	Full pay	The first two weeks are unpaid. ⁵ After first two weeks, employee uses own accrued time off in prioritized order ⁶ When accrued balances cannot cover a full-day absence, EFMLA pay is applied at 2/3 regular pay rate and remainder of day is unpaid ⁷
Can employee use in increments smaller than full-day?	No ⁸	No ⁹	No
How can employees use this leave?	Full days Non-Child Care, Working On Campus – Consecutive only Non-Child Care, Working Remotely – Consecutive or non-consecutive Child care reasons—consecutive or non-consecutive	Full days Working On Campus - Consecutive only Working Remotely – Consecutive or non-consecutive	Full days, consecutive or non-consecutive
QUALIFICATIONS			
Minimum period of employment for eligibility	No minimum period	No minimum period	30 calendar days
Part-time and temporary employees covered?	Yes—prorated	Yes—prorated	Yes—prorated
Covered employee groups	All employees	All employees	All employees

Note: Regular [FMLA as provided by Indiana University](#) remains available to eligible individuals for qualifying reasons. For questions regarding regular FMLA, please contact your HR representative.

¹ Qualifying child care reasons under FFCRA include school or child care facility closures (or online only options), or if a parent chooses online learning or keeping their child home from a child care facility due to COVID-19 related reasons. Except in special circumstances, the child must be 14 years or younger.

² EPSL provides a maximum of 2 weeks (80 hours), prorated for part-time and temporary employee.

³ KIH provides employees pay at their regular rate for any scheduled shifts missed during a 14-calendar day period if they are required to self-isolate or are exhibiting symptoms of COVID-19. Generally employees must exhaust their EPSL prior to using KIH. If an employee is sent home at the department's direction due to a COVID-19 related situation, such as someone they live with is being tested but has not yet received results, they may use KIH prior to EPSL while a decision is made by EHS/MRT as to whether the employee may be required to self-quarantine or be tested. Depending on the outcome of the EHS/MRT decision, an employee required to self-quarantine or test for COVID-19 will need to use EPSL. Employees otherwise may be able to return to work.

⁴ Combination of regular FMLA and EFMLA in calendar year 2020 is limited to 12 weeks (480 hours). Part-time and temporary employees will be eligible for a prorated amount of leave time based on their normal or average schedule.⁵ During the first two weeks of EFMLA, employees may supplement unused EPSL time or choose to use their own accrued time off (in same prioritized order as below).

⁶ After the first two weeks, for remaining EFMLA time employees must use their own accrued time off in the following prioritized order: compensatory time, vacation/PTO, holiday, income protection/ PTO sick leave.

⁷ The remaining third will be recorded on an employee's time sheet with AFL (absent no pay – FMLA). Employees who have a balance of accrued time off that is less than a full-day absence cannot supplement that accrued time off to fill in the remaining third of pay. For the time an employee is paid at 2/3, the amount will be capped at \$200 per day or \$10,000 aggregate.

⁸ EPSL must be taken in full-day increments. If a non-exempt employee is sent home in the middle of a shift due to exhibiting symptoms or because they've received a positive COVID-19 test, the remaining unworked hours for that day will be charged to KIH.

⁹ Generally KIH must be used in full-day increments. If a non-exempt employee is sent home in the middle of a shift due to exhibiting symptoms or because they've received a positive COVID-19 test, the remaining unworked hours for that day will be charged to KIH. This is true even if the employee has not exhausted their EPSL.

GUIDE TO COVID-19 LEAVE CODING**Staff and Temporary Employees**

Effective July 1, 2020



The codes below are only to be used for approved COVID-19 related staff and Temporary employee leave requests. All codes are effective July 1, 2020 through December 31, 2020. For exempt employees, entries are recorded in ePTO by the employee. For non-exempt employees, entries are recorded in Quali Time by the unit's Payroll Processor.

Please see Frequently Asked Questions for additional details about eligibility, payments/limits, and other process questions.

COVID-19 CHILD CARE RELATED LEAVES

Employees are eligible to take two types of child care leaves related to COVID-19. These leaves can be requested by submitting the [Child Care Leave Request Form for Staff & Temporary Employees](#) to IU Human Resources.

As part of the Emergency Paid Sick Leave (EPSL), employees can take up to two weeks of paid leave when they are caring for their child(ren) whose school or place of care has been closed (or the employee is uncomfortable sending them) and no other suitable person is available to provide care.

Additionally, the Emergency Family Medical Leave Expansion Act (EFMLA) extends the use of FMLA for employees with child care needs resulting from COVID-19.

The codes below are only to be used for approved COVID-19 related staff and Temporary employee leave requests. As part of the approval process, the IUHR Case Management team will notify units which specific codes should be used for each employee's request.

Time Off Reason	Description	Use Leave Code
Childcare needs resulting from COVID-19	EPSL: Used when an employee is caring for their child(ren) as a result of school or childcare issues because of COVID-19 and no other suitable person is available to provide care.	EPSL Codes: FFC (Staff) FFD (Temporary) FFJ (Temporary—Flat Rate) *Paid at regular pay rate. EPSL is limited to up to 2 weeks (80 hours) of paid leave in 2020 for Full-Time Staff and the limit is reduced for Part-Time Staff and Temporary employees.
	EFMLA: Standard FMLA limits. Up to 12 weeks (480 hours) for full-time employees. Reduced limit for part-time staff and Temporary employees. Must be employed at IU for at least 30 days to be eligible.	1. For the first two weeks use (employee choice): <ul style="list-style-type: none"> • Unpaid Time <ul style="list-style-type: none"> » AFL (Staff) » AFH (Temporary) • *EPSL (if not previously used) <ul style="list-style-type: none"> » FFA (Staff) » FFB (Temporary) » FFK (Flat Rate) • Accrued Time Off (Staff)—using FMLA codes and drawing from balances in this order: <ul style="list-style-type: none"> » Comp Time (CFL) » Vacation (VFL) / FMLA PTO (PFL) » Holiday (HFL) » Income Protection/Sick (SFL) 2. For remaining time (in the following order): <ul style="list-style-type: none"> • Accrued Time Off (Staff)—using FMLA codes and drawing from balances in this order: <ul style="list-style-type: none"> » Comp Time (CFL) » Vacation (VFL) / FMLA PTO (PFL) » Holiday (HFL) » Income Protection/Sick (SFL) • EFMLA Pay <ul style="list-style-type: none"> 2/3 of regular pay (with a daily cap of \$200) using EFMLA codes <ul style="list-style-type: none"> » FFE (Staff) » FFG (Temporary) » FFL (Temporary – Flat Rate) 1/3 remaining time is unpaid <ul style="list-style-type: none"> » AFL (Staff) » AFH (Temporary)

COVID-19 ILLNESS/QUARANTINE/ISOLATION RELATED LEAVES

As part of the Emergency Paid Sick Leave (EPSL), employees are eligible for up to two weeks of paid leave when an employee is subject to or caring for an individual with whom they live who is subject to quarantine, isolation, or is experiencing symptoms, or tested positive for COVID-19. Employees are also eligible for additional paid time-off under the Keeping IU Healthy provisions of the IU Restart plan if they personally are subject to isolation, are experiencing symptoms, or have tested positive for COVID-19.

These leaves can be requested by submitting the [Non-Child Care Leave Request Form for Staff & Temporary Employees](#) to IU Human Resources. Generally, EPSL leave is to be used first and KIH leave codes for personal illness/isolation are only to be used once EPSL time has been exhausted.

Time Off Reason	Description	Use Leave Code	Pay
Caring for self for COVID-19 reasons	Used when an employee is subject to quarantine, isolation, or is experiencing symptoms of COVID-19 and awaiting diagnosis. EPSL leave is to be recorded first and only if additional time-off is required, KIH leave codes are to be used.	EPSL Codes: FFS (Staff) FFT (Temporary) FFH (Temporary—Flat Rate) KIH Codes: FFO (Staff) FFP (Temporary) FFQ (Temporary—Flat Rate)	EPSL: *Paid at regular pay rate. Limited to up to 2 weeks (80 hours) of paid leave in 2020 for full-time staff. Reduced limit for part-time staff and temporary employees. KIH: Paid at regular pay rate. Limited to lost wages over a 14 calendar day period
Caring for others for COVID-19 reasons	Used when an employee is caring for an individual who is subject to quarantine or self-isolation due to COVID-19.	EPSL Codes: FFM (Staff) FFN (Temporary) FFI (Temporary—Flat Rate)	EPSL: *Paid at regular pay rate. Limited to up to 2 weeks (80 hours) of paid leave in 2020 for full-time staff. Reduced limit for part-time staff and temporary employees.

*The EPSL limit of 2 weeks (80 hours) is the total available across all types of usage—child care and illness/quarantine/isolation of self/others.

SUPERSEDED AS OF 12/31/2020

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**Notice to Indiana University Employees**

As you likely know, the Families First Coronavirus Response Act (“FFCRA” or “the Act”) was signed into law to address the impact of the COVID-19 pandemic and national emergency. **Please read this notice in full as it contains important information regarding eligibility and notice requirements for paid leave pursuant to the FFCRA.**

Indiana University will provide employees, pursuant to the FFCRA, with Emergency Paid Sick Leave (“EPSL”) as well as leave under the EFMLEA (Emergency Family and Medical Leave Expansion Act – referred to in this notice as “EFMLA” or Emergency Family Medical Leave) for COVID-specific reasons, as further described below.

The manner in which these leaves are requested and processed will depend on whether you are an academic appointee or Staff/Temporary employee.

The Department of Labor’s Wage and Hour Division administers and enforces the new law’s paid leave requirements. The FFCRA provisions will apply at Indiana University from July 1, 2020 through December 31, 2020. (The University has already maintained employees in pay status from March 23, through June 30, 2020.)

STAFF AND TEMPORARY EMPLOYEES**EMERGENCY PAID SICK LEAVE (EPSL)**

- Employees are eligible for two weeks of Emergency Paid Sick Leave (EPSL) at their regular rate. A full-time employee is eligible for two weeks (80 hours) of Emergency Paid Sick Leave (EPSL); the amount is prorated for less than full-time employees, including temporary employees. An employee qualifies for EPSL if the employee is scheduled to work and is unable to work (or unable to telework) due to these qualifying reasons:
 1. The employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider).
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 3. The employee is experiencing COVID-19 symptoms and seeking a medical diagnosis.
 4. The employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider).
 5. The employee needs to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19.
 6. The employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services.
- Although the law does not necessarily require full pay during EPSL (the law has pay caps), Indiana University will provide full pay.
- EPSL time off must be taken in full day increments. For reasons 1 through 4, and 6 related to having or caring for someone with COVID-19 or having symptoms, or being subject to a quarantine, the time off must also be taken consecutively.

EMERGENCY FAMILY MEDICAL LEAVE (EFMLA)

- An employee who has been employed with Indiana University for at least 30 calendar days, who is scheduled to work, and who is unable to work or telework because they are caring for a child whose school or child care provider is closed, or unavailable for reasons related to COVID-19, is entitled to take up to twelve weeks of Emergency Family Medical Leave (EFMLA).
 - This reason is valid only if no other suitable individual is available to care for the child during the period of the requested leave.
 - The 12 weeks of EFMLA will be reduced by any “regular” FMLA the employee has already used in the 2020 calendar year.
 - The time off must be taken in full day increments.
 - The first two weeks (usually ten workdays or 80 hours) of this leave are unpaid, though an employee may use EPSL during this time. Staff employees may opt to use their time off accruals for this initial two-week period.
 - For the remaining 10 weeks, as with “regular” FMLA, employees will be required to first use their earned or accrued paid time

off in this priority order: compensatory time, vacation/PTO, holiday, income protection/PTO sick leave.

- o Should employees have less than a full day's worth of paid time off, they are entitled to pay at 2/3 their regular rate up to \$200 per day and \$10,000 in the aggregate (over the remaining 10-weeks).
- o EFMLA time, including EPSL and use of accruals used during EFMLA, count toward an employee's annual FMLA limit.

TO RECEIVE LEAVE UNDER EPSL OR EFMLA

In the event you are unable to work due to one of the qualifying reasons specified above for EPSL or EFMLA, you must:

1. Notify your supervisor.
2. Complete and submit the [FFCRA Request Form](#).

ADDITIONAL PROVISIONS

- Paid time provided under the Act does not carry over from one year to the next.
- Employees are not entitled to reimbursement for unused leave under the Act upon termination, resignation, retirement, or other separation from employment.
- Where leave is foreseeable, you should provide notice of leave as soon as practicable. After the first workday of leave, please continue to stay in touch with your supervisor. The university will require that you follow reasonable notice procedures in order to continue receiving leave.

ACADEMIC APPOINTEES

EMERGENCY PAID SICK LEAVE (EPSL) & EMERGENCY FAMILY MEDICAL LEAVE (EFMLA)

The EPSL and EFMLA eligibility criteria for academic appointees are the same as those identified above for Staff and Temporary employees.

For academic appointees who are eligible for paid sick leave under ACA-49 and paid family leave under either ACA-50 or ACA-51, EPSL and EFMLA will be addressed through those processes.

- EPSL provides an additional two-week period of paid sick leave.
- EFMLA does not add to the length of time provided for an FMLA leave, but does allow for child care under specified conditions to be a reason for leave. The first two weeks (usually ten workdays) of this leave are unpaid; however, during this initial two-week period, an academic appointee may use EPSL or other available paid sick time under ACA-49 (or vacation time in the case of 12-month appointees (ACA-46)).

For academic appointees who are not eligible for paid sick leave (student academic appointees (AC3s) and adjunct faculty (AC2s)) under ACA-49 or paid family leave (visiting faculty, post-docs, student academic appointees (AC3s), and adjunct faculty (AC2s)) under either ACA-50 or ACA-51:

- EPSL provides two weeks of paid sick leave.
- EFMLA provides twelve weeks of leave. The first two weeks (usually ten workdays) of this leave are unpaid; however, during this initial two-week period, an academic appointee may use EPSL.

Important note for appointees in the School of Medicine: The calculation of pay to which you are eligible from Indiana University under EPSL or EFMLA is based only on salaries paid by Indiana University and not on salaries or other compensation that you may receive from other sources, including professional practice plans.

ALL EMPLOYEES

Indiana University will make every effort to keep employees apprised of plans and processes for returning to campus, teleworking arrangements, as well as issues related to EPSL and EMFLA leave. In the meantime, if you are a Staff/Temporary employee, please feel free to reach out to askhr@iu.edu or 812-856-1234 if you have any questions. If you are an academic appointee, contact your campus academic affairs office for guidance. Indiana University also has COVID-19-related resources and a Q&A online at coronavirus.iu.edu.

Again, please take care of and monitor your health. We hope that you and your loved ones stay safe and healthy.