

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.

Paid Time Off (PTO) for PA

HR-05-70

About This Policy

Effective Dates:

09-26-1979

Last Updated:

08-17-2020

Responsible University Administrator:

Vice President for Human Resources

Policy Contact:

[IU Human Resources](#)

askHR@iu.edu

SUPERSEDED AS OF 12/31/2020

Scope

This policy applies to Professional Staff employees.

Policy Statement

1. Indiana University believes that Professional Staff employees should be afforded certain amounts of paid leave to conduct personal affairs and to have a break from the demands of work. Managers are encouraged to support this purpose by anticipating paid time-off in formulating organizational structures and work schedules.
2. This policy provides Professional (PA) Staff employees (who were hired after January 1, 1985) with a structured benefit plan for pay during certain periods of leave as a component of total compensation. Several types of personal leave are covered by this single benefit plan, including vacation time, personal or family sickness, attendance at a funeral, and other personal affairs.
3. In addition to PTO, Professional Staff are provided other paid time-off benefits: [holidays](#), [voting and court duty](#), and [military duty](#). See the associated policies for specific details.

4. Professional Staff classified as PAO or PAU are covered by the federal Fair Labor Standards Act's (FLSA) recordkeeping and overtime provisions. Positions in this classification are paid an hourly rate, with total pay based on the number of hours worked and hours covered by a paid leave plan.
 - a. Employees and managers are expected to maintain accurate records of specific hours worked, overtime and compensatory time, hours covered by PTO, and other paid leave plans.
 - b. Hours worked in excess of 40 hours in the University's work week, which starts and stops on Saturday at midnight, are covered as overtime or compensatory time. See the [Overtime policy](#) for details.
5. Professional Staff classified as PAE are exempt from FLSA overtime provisions and are not eligible for overtime pay. Positions in this classification are paid a monthly salary based on the position's FTE (full time equivalency) status and the accomplishment of goals or objectives.
 - a. PAE classified employees and their managers are not expected to maintain records of specific hours worked. It is expected that PAE employees and their managers are ensuring that the average weekly work effort in each month is consistent with the position's FTE status. (For example, a 100% FTE position is expected to work an average of at least 40 hours a week during a month; a 50% FTE position is expected to work an average of at least 20 hours per week.)
6. Managers and Professional Staff may set up alternative work schedules, either on an on-going or ad-hoc basis. See the [Alternative Work Schedule policy](#) for details.
7. See the [History section](#) of this policy for an explanation of the transition from PB (prior to 1985) to PA leave categories.

Procedure

General Paid Time Off (PTO) for Professional Staff

1. University service credit is used to calculate the amount of PTO staff earn in this time off plan. See the [PTO Accruals](#) section for details.
 - a. "University service" includes service as Temporary with Retirement employee and any other Staff or Academic position eligible for benefits.
2. Staff earn PTO hours while in pay status and certain defined periods of absent-without-pay status. For details see [Time Off Accruals During Absence](#).
3. There is no accrual of PTO during the following time periods:
 - a. A formal leave of absence
 - b. A temporary or permanent reduction in force
 - c. An absence without pay as defined in the [Time Off Accruals During Absences policy](#)
4. All Professional Staff employees and their managers are responsible for accurately recording PTO and other paid time-off usage (e.g., holidays, jury duty, etc.), and any absence without pay.
 - a. It is management's responsibility to monitor attendance and the accurate recording of time-off, including partial day absences, and to address unacceptable patterns of attendance through the [Corrective Action policy](#).
5. Employees cannot "borrow" future accruals of PTO with one exception. A new employee hired on October 1 or later may borrow PTO needed to cover a department's closing between Christmas and New Year holidays if the employee has not accrued enough PTO to cover the closing.
6. PTO can be used to cover military training not covered by the provisions of the Leaves for Military Duty policy.
7. PTO can be used for bereavement time, funeral attendance, and activities related to the funeral. (Professional Staff do not have a separate benefit for bereavement leave.)
8. Professional Staff employees with an FTE less than 100% accrue a prorated amount of PTO according to their position's FTE status.

Approvals for Usage

1. Employees must have supervisory approval to use PTO, except as noted below.
 - a. Employees who encounter a personal or family illness or an emergency may charge the time off to PTO. The employee must notify the supervisor as soon as possible as to the reason for the time off and the expected date/time of return. The employee may be required to provide documentation regarding the nature and circumstances of the absence.
2. A department head may approve a request for time off without pay even if the employee has PTO available to cover all or part of the absence. This provision only applies to full day absences, and must be approved in advance by the employee's department head. There are two cases in which there are restrictions affecting this department head option:
 - a. Employees are not permitted to take FMLA covered absences without pay if they have paid time off available. See the [FMLA policy](#) for details.
 - b. Employees have the choice to use or not use PTO for absences under the Leaves for Military Duty policy. See the [Military Leave policy](#) for details.
3. If two or more employees request time off for the same time period, and the department's staffing needs do not allow both employees to be off, the person with unit seniority is generally given preference. However, if a supervisor has previously given permission to a less senior employee for the same time period, that employee's request is honored.

Calendar Year–End Unused PTO Accrual Balances

1. Each employee and the employing department records time off accruals and usage. These records are subject to audit throughout the year. At the end of each calendar year, time off balances are sent to the campus payroll department. Time off is recorded in eight (8) hour increments with the following exceptions:
 - a. Adverse Weather
 - b. Adverse Working conditions
 - c. Family Medical Leave Act (FMLA)
 - d. Flexible work schedule
 - e. Military leave
 - f. Worker's Compensation
2. Up to the annual accrual amount of PTO may be carried over into the following calendar year:
 - a. Employees with fewer than 60 months of University service may carry over 240 hours.
 - b. Employees with 60 months or more of University service may carry over 288 hours.
 - c. Employees may carry over 288 hours at the end of the year in which the monthly accrual rate increases to 24 hours for PAE Staff and the bi-weekly accrual rate increases to 11.08 hours for PAO and PAU Staff.
3. Carryover amounts are recorded as beginning PTO balances for the new calendar year. Such balances do not increase the annual allowance for the new calendar year, but do allow Staff to use the time earlier in the year.
4. PTO Sick Leave
 - a. At the end of each calendar year, full-time (100% FTE) employees with PTO hours that cannot be carried over will have up to 96 of those hours allocated to a PTO Sick Leave account. For part-time employees, this amount is prorated by their position's FTE percent. There is no limit on the total amount of time an employee may have in her or his PTO Sick Leave account.
 - b. Employees may use time from their PTO Sick Leave account to cover personal or family illness or Worker's Compensation supplemental pay. Managers may require confirmation of illness or injury through a licensed physician's statement. Persons qualifying as family include the following:
 - i. A spouse as defined by Indiana law
 - ii. An unmarried child at home
 - iii. Relatives of the employee or spouse who are living with the employee

- iv. Parents, children, grandparents, grandchildren, brothers, sisters, and relatives of the same degree who are solely dependent on the employee for emergency care.
- c. Employees may use time from their PTO Sick Leave account to cover funeral attendance.
- d. PTO Sick Leave Allocation
 - i. Employees with PTO hours in excess of the carry-over maximums will have the excess hours up to a limit of 96 hours allocated to their PTO Sick Leave account.
 - ii. Unused year-end PTO accruals that cannot be carried over into the next calendar year or allocated to the PTO Sick Leave account are forfeited.
 - iii. For example, Jane Doe – with 72 months of employment - has the following:
 - a. Her yearend PTO balance is 400 hours.
 - b. 288 hours of her PTO balance can be carried over to the new calendar year.
 - c. 96 hours of the remaining 112 balance (400-288) are rolled over into the sick leave account.
 - d. The remaining 16 hours (112-96) are forfeited.
- 5. If an employee's FTE changes during the year, the maximum usage of PTO in that year is based on the higher FTE. Employees may use 288 hours in the year in which the 60th month of University service is completed.
 - a. The following leaves do not count toward this annual PTO usage limit:
 - i. PTO taken as part of a FMLA leave of absence. See the [FMLA policy](#) for details.
 - ii. PTO taken to cover military training.
 - iii. PTO taken to supplement Workers' Compensation.
 - iv. PTO taken under the University's Adverse Working Conditions policy or the Pandemic Emergency policy.

Effect of Classification Changes (promotion, demotion, transfer, or reclassification) and Reduction of FTE

1. From a Support and Service Staff position to a Professional Staff position
 - a. The balance of Income Protection time is transferred into PTO Sick Leave account.
 - b. The balance of Vacation time is transferred into a PTO account. This amount serves as the beginning balance.
 - i. If the balance exceeds the maximum usage amount allowed, the excess time is carried over as PTO, but it must be used or transferred to the PTO Sick Leave account by the end of the following year.
 - ii. The limit on the maximum usage of PTO in a year is waived during this period subject to scheduling with management.
 - iii. The 96 hour maximum amount of PTO that can be transferred to the PTO Sick Leave account is waived at the end of the first year and the end of the following year.
 - iv. Holiday time not yet used is transferred.
2. From a Professional Staff position to a Support and Service Staff position
 - a. The PTO balance is transferred to a Vacation time account.
 - b. The PTO Sick Leave account balance is transferred to an Income Protection time account.
 - c. Any previously accrued Honorary Vacation is transferred to the vacation time account.
3. From an Academic, full-time, 10 or 12 month, appointment to a Professional Staff position
 - a. The balance of vacation (up to a maximum of 22 days, 176 hours) is transferred into a PTO account. The employee's academic unit is to certify to University Human Resources the amount of vacation time to transfer. This amount serves as the beginning balance.
 - b. A beginning balance in the PTO Sick Leave account is established based on one-half day of sick leave for each month of University service credit.

4. From a Professional Staff position to an Academic appointment. PTO and PTO Sick Leave account balances do not transfer to an Academic appointment. Accumulated time off is paid in accordance with the Payment of Unused Accruals upon Termination below.
5. From the PB time off plan to the PTO plan for PA Staff
 - a. The balance of sick leave time is transferred into a PTO Sick Leave account.
 - b. The balance of vacation time and bonus holidays -- up to the maximum amount allowed in the new plan -- is transferred into a PTO account. This amount serves as the beginning balance.
 - c. The balance of any Honorary Vacation is transferred to an Honorary Vacation account. No additional Honorary Vacation is earned. With supervisory approval, 100% FTE Staff may use up to a maximum of 60 of the Honorary Vacation days per year. Part-time employees may use a portion of this amount, prorated by their FTE percent. This limit does not apply to use of Honorary Vacation for a FMLA leave of absence.
 - d. The provisions of the time off plan associated with the specified classification will then be applied for accruals and usage.

Payment of Unused Accruals upon Termination

1. All PTO accrued and unused at the end of the last day of employment is paid.
2. All employees on the PA time off plan receive the accrued benefits described below, whether or not the employee gives or receives notice of separation.
 - a. Holidays that are still eligible for use within the specific time allowed.
 - b. Paid Time Off (PTO) balance.
 - c. Compensatory time off for PAO Staff.
 - d. Honorary vacation balance, up to a maximum of 60 days (480 hours) for 100% FTE staff. (Professional staff employed prior to 1985—or promoted from a Support and Service position to a PA position prior to May 2002—may have previously accrued honorary vacation.)
 - e. Except as provided below for separations with IU Retiree status or at time of death, employees do not receive separation pay for sick bank accruals.
3. Some Professional Staff on the PA time off plan receive separation payment for accrued PTO Sick Leave account hours when they leave employment. To be eligible, the employee must separate with IU Retiree status, be covered by PERF or the IU Retirement Plan 11.25% contribution level, and have more than 152.0 PTO Sick Leave account hours. Eligible Staff receive pay at the rates listed below
 - a. 25% of pay for 152.0 through 312.0 hours.
 - b. 50% of pay for hours more than 312 hours.
4. Staff covered by the IU Retirement Plan 10%, 12%, or 15% contribution levels do not receive separation payment for unused PTO Sick Leave account accruals with one exception. Employees in the 12% contribution level who have more than 50% of their years of IU employment in a PERF covered position will receive a prorated amount of the PTO Sick Leave account payment based on the percentage of total IU employment under PERF.
 - a. Professional Staff in the IU Retirement 15% Plan will have vacation or PTO deducted from the interim benefits payment. Contact the campus human resources office for details.
5. The payment for unused PTO accruals and any PTO Sick Leave accruals is treated as taxable income, subject to federal and state income taxes and employment taxes.

Paid Time Off (PTO) for PAE Staff

1. PAE Professional Staff are paid monthly and accrue PTO hours at the end of each month, which can be used in following months, based on the below policy provisions.
 - a. General guidelines for managers:
 - i. Employees are paid a monthly salary based on FTE status and the accomplishment of goals and objectives, and work effort may exceed the position's FTE status (i.e. more than 40 hours a week) without overtime or compensatory time. (PAE Staff are not eligible for overtime or compensatory time.)

- ii. On a periodic basis for many PAE Staff, and on a regular basis for high-level PAE Staff, work effort may substantially exceed the position's FTE status.
 - iii. A PAE employee off from work on PTO, who engages in incidental work activities from home or elsewhere through email, telephone, or other communication devices, is still to charge the day to PTO.
2. PTO may only be used after the end of month it is accrued. PTO cannot be used in the month in which it is accrued.
 3. PTO accruals must be taken in full-day increments of 8 hours per day.

Recording PTO Usage

1. The process for recording PTO must contain the following provisions at a minimum.
 - a. Staff are to record PTO usage at least monthly.
 - b. The use of PTO is to be maintained on a University-provided record. (PAE employees use the University's ePTO system.)
 - c. At the end of each month, supervisors are to review employees' records to confirm accuracy and make any necessary corrections.
2. With the exception of FMLA and Worker's Comp covered absences, under FLSA regulations, any reductions in salary for a PAE Staff employee can only be made in full day increments. If any portion of a day is worked and/or covered by PTO, PTO Sick Leave, or other paid time-off benefits, then the employee must receive full pay for the day. See the [FMLA](#) or the [Injury on the Job](#) policy for more information.

PTO Accruals

1. PTO accruals are based on the following table, subject to the below provisions:

Full-time PAE Staff Employees		
University Service	PTO Accrual Per Monthly Pay Period	Annual Equivalent Accrual
Up to the first 60 months	20 hours	240 hours
On and After 60 months	24 hours	288 hours

2. In the first and last month of employment, the amount of PTO accrued is prorated based on the number of work days in pay status in that month.
3. The amount of PTO accrued in a monthly pay period is prorated based upon the amount of time in pay status in the month.
4. Staff begin to accrue 24 hours per monthly pay period at the end of the month in which the 60th month of University service is completed.
5. The maximum usage of PTO in a calendar year is equal to 240 hours or 288 hours prorated by their position's FTE status.
6. Existing PTO and Sick Leave account balances carry forward. The provisions of the time off plan identified with the new classification will then be applied for usage.
7. PTO is accrued at the end of the last work day of the month and is available to use on the first workday of the next monthly pay period.

Paid Time Off (PTO) for PAO Staff

1. PAO Professional Staff are paid bi-weekly and accrue PTO hours at the end of each bi-weekly pay period, which can be used in following pay periods, based on the below policy provisions.

- a. General guidelines for managers:
 - i. Actual hours worked and time-off are to be recorded in the University's payroll system, with employee's pay based on hours worked, any overtime, compensatory time used, and paid time-off used.
 - ii. Hours worked in excess of 40 hours in the University's work week are to be paid as overtime or accrued as compensatory time, in accordance with federal regulations and the associated University policy, without exception.
 - iii. All time not worked based on the position's FTE status (i.e. actual work less than 40 hours a week) should be counted as PTO, another paid leave, or absence without pay.
2. PTO may only be used after the end of the bi-weekly pay period in which it is accrued. PTO accrued in a bi-weekly pay period cannot be used in the pay period in which it is accrued.
3. PTO accruals must be taken and recorded in exact number of hours, including tenths of hours.

Recording PTO Usage

1. The process for recording PTO must contain the following provisions at a minimum.
 - a. Staff are to record PTO usage at least weekly.
 - b. The use of PTO is to be maintained on a University-provided record. (PAO employees use the University's TIME system.)
 - c. After the end of each bi-weekly pay period for PAO employees, supervisors are to review employees' records to confirm accuracy and make any necessary corrections.
 - d. PTO Sick Leave accruals must be taken and recorded in exact number of hours, including tenths of hours.

PTO Accruals

1. PTO accruals are based on the following table, subject to the below provisions:

University Service	PTO Accrual Per Bi-weekly Pay Period	Annual Equivalent Accrual
Up to the first 60 months	9.24 hours	240 hours
On and After 60 months	11.08 hours	288 hours

2. PTO is accrued at the end of the bi-weekly pay period and is available to use on the first workday of the next bi-weekly pay period.
3. In the first and last bi-weekly pay period, the amount of PTO accrued is prorated based on the number of hours in pay status in that pay period.
4. The amount of PTO accrued in a bi-weekly pay period is prorated based upon the amount of time in pay status in the pay period.
5. Staff begin to accrue 11.08 hours per bi-weekly pay period at the end of the pay period in which the 60th month of University service is completed.
6. The maximum usage of PTO in the 26 consecutive bi-weekly pay periods beginning with the pay period in which January 1st falls and continuing through the last full pay period in December is equal to 240 hours or 288 hours prorated by their position's FTE status.
7. Existing PTO and PTO Sick Leave account balances carry forward. The provisions of the time off plan identified with the new classification will then be applied for usage.

Paid Time Off (PTO) for PAU Staff

1. PAU Professional Staff are paid bi-weekly and accrue a certain number of PTO hours at the end of each bi-weekly pay period, which can be used in following pay periods, based on the below policy provisions.

- a. General guidelines for managers:
 - i. Actual hours worked and time-off are to be recorded in the University's payroll system, with employee's pay based on hours worked, any overtime, compensatory time used, and paid time-off used.
 - ii. Hours worked in excess of 40 hours in the University's work week are to be paid as overtime or accrued as compensatory time, in accordance with federal regulations and the associated University policy, without exception.
 - iii. All time not worked based on the position's FTE status (i.e. actual work less than 40 hours a week) should be counted as PTO, another paid leave, or absence without pay.
2. PTO may only be used after the end of the bi-weekly pay period in which it is accrued. PTO accrued in a bi-weekly pay period cannot be used in the pay period in which it is accrued.
3. PTO accruals must be taken and recorded in exact number of hours, including tenths of hours.

Recording PTO Usage

1. The process for recording PTO must contain the following provisions at a minimum.
 - a. Staff are to record PTO usage at least weekly.
 - b. The use of PTO is to be maintained on a University-provided record. (PAU employees use the University's TIME.)
 - c. After the end of each bi-weekly pay period for PAU employees, supervisors are to review employees' records to confirm accuracy and make any necessary corrections.
 - d. PTO Sick Leave accruals must be taken and recorded in exact number of hours, including tenths of hours.

PTO Accruals

1. PTO accruals are based on the following table, subject to the below provisions:

Full-time PAU Staff Employees		
University Service	PTO Accrual Per Bi-weekly Pay Period	Annual Equivalent Accrual
Up to the first 60 months	8.24 hours	240 hours
On and After 60 months	11.08 hours	288 hours

2. PTO is accrued at the end of the bi-weekly pay period and is available to use on the first workday of the next bi-weekly pay period.
3. In the first and last bi-weekly pay period, the amount of PTO accrued is prorated based on the number of hours in pay status in that pay period.
4. The amount of PTO accrued in a bi-weekly pay period is prorated based upon the amount of time in pay status in the pay period.
5. Staff begin to accrue 11.08 hours per bi-weekly pay period at the end of the pay period in which the 60th month of University service is completed.
6. The maximum usage of PTO in the 26 consecutive bi-weekly pay periods beginning with the pay period in which January 1st falls and continuing through the last full pay period in December is equal to 240 hours or 288 hours prorated by their position's FTE status.
7. Existing PTO and PTO Sick Leave account balances carry forward. The provisions of the time off plan identified with the new classification will then be applied for usage.

Sanctions

Managers, supervisors, and employees who violate this policy are subject to disciplinary action, up to and including termination.

History

August 2020

Interim provisions to this policy were put into effect to comply with the Families First Coronavirus Response Act (FFCRA).

May 2018

Removed same-sex domestic partner language.

April 2018

Updated wording to clarify how full time equivalent (FTE) impacts paid time off accruals.

November 2017

Updated to remove PAS salary plan.

September 2017

Removes Affidavit of Domestic Partnership.

December 2016

Revised to add PAS salary plan.

February 2016

This policy replaced the following policies:

Professional Staff and Support and Service Staff not Covered by a Union	10.6 - Paid Time Off (PTO) Policy for Professional (PA) Staff
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This policy replaces parts of the following policies:

<p>Separation Pay</p> <ul style="list-style-type: none"> • C.1.a. • C.1.a.i. • C.1.a.iii. • C.1.a.iv. • C.1.a.v. • C.2.a.ii. • C.2.a.ii.first dot • C.2.a.ii.second dot • C.2.a.ii.third dot • C.2.b.iv. • C.2.b.iv.first dot • C.2.b.iv.second dot • C.2.b.v. • C.2.c.i. • C.2.c.ii. • C.2.c.iii. • C.2.d.i. • C.4.b. 	<p>10.7 - Paid Time Off for Staff in the PB Time Off Plan</p> <ul style="list-style-type: none"> • A.1. • A.1.a. • A.1.b. • A.2. • A.3. • B.1. • B.2. • B.3. • E.2.
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SUPERSEDED AS OF 12/31/2020

<ul style="list-style-type: none"> • C.4.b.i. • C.4.b.ii. 	
	<p>Fact Sheet #2 - Time Off Provisions for Part-Time Professional Staff</p> <ul style="list-style-type: none"> • A.1.

1. Indiana University approved the merging of *administrative* (AD), *professional* (PR), *other academic* (OA), and *counseling* (CN) positions into one functional classification called *professional*. At the same time, a new paid time off benefits plan was authorized for this group of employees. Both actions were effective January 1, 1985.
 - a. Enrollment in the new paid time off plan was optional for persons already employed by IU. Those who enrolled in the plan are identified as being in the PA Paid Time Off Plan.
 - b. Enrollment in the PA Paid Time Off plan is required for persons appointed as of January 1, 1985.
2. Employees who were previously called administrative (AD) or professional (PR) and who elected to remain in the previous time off benefit plan are identified as being in the PB Time Off Plan. The specific policies on time off benefits of the PB Time Off Plan are contained in the [Paid Time Off for PB](#) policy.
3. Employees previously called other academic (OA) or counseling (CN) and who elected to remain in their previous fringe benefits plan should contact the Dean of the Faculties Office for related policies and procedures. These positions are identified as being in the PC Time Off Plan.

Related Information

[Separation Pay for Unused Time Off Accruals](#)

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.	<p>EPSL Codes: FFC (Staff) FFD (Temporary) FFJ (Temporary—Flat Rate)</p> <p>*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.</p>
	<p>EFMLA: Standard FMLA limits. Up to 12 weeks (480 hours) for full-time employees. Reduced limit for part-time staff and Temporary employees.</p> <p>Must be employed at IU for at least 30 days to be eligible.</p>	<p>1. For the first two weeks use (employee choice):</p> <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) <p>2. For remaining time (in the following order):</p> <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)

SUPERSEDED AS OF 12/31/2020

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**

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).
 - o This reason is valid only if no other suitable individual is available to care for the child during the period of the requested leave.
 - o The 12 weeks of EFMLA will be reduced by any “regular” FMLA the employee has already used in the 2020 calendar year.
 - o The time off must be taken in full day increments.
 - o 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.
 - o 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.