

## **COVID-19 Pandemic Leave Related Time Entry Procedures**

Definitions and Instructions for entering time during COVID-19 in OnTrack

Elon University will provide paid time off for exempt (salaried) and non-exempt (hourly) staff for use during periods of quarantine, employee illness, and/or care for others related to COVID-19 associated disruptions during the time period between Tuesday, March 17, 2020 and Sunday, April 19, 2020.

### **When to use COVID-19 Pandemic Time Off:**

A special leave code titled *Emergency Pandemic Paid* has been created in OnTrack for staff to use when an absence is related to COVID-19. When entering an absence related to COVID-19 in OnTrack, please use the *Emergency Pandemic Paid* leave option. Examples include the following:

- Staff member's own illness related to COVID-19
- Caring for an immediate family member's illness related to COVID-19
- Caring for others due to dependent care and school closures, when remote work or other dependent care options are not available
- Quarantine/isolation due to COVID-19 symptoms or possible exposure to the virus, when remote work options are not available
- Staff member's position has been identified as non-essential to complete their work on campus, and they are unable to work remotely
- A staff member has been approved to work remotely and their remote hours worked do not total the normally scheduled workday; pandemic leave would be taken to make up the difference (for example, employee completes six hours of remote work, reports 6 hours work and 2 hours of pandemic leave)
- A position has been identified as essential on-campus, but a flexible schedule is being utilized; pandemic leave would be taken for the difference in hours not worked

Time off using this absence code may be used in hourly increments or for full or half days as needed.

Staff members who are sick unrelated to COVID-19 or caring for family members who are sick unrelated to COVID-19 should use regular sick leave.

Staff members who are taking leave already planned as vacation, should use vacation or personal leave.

As always, communication with your supervisor during this time is critical. For additional information regarding the entry of this leave, please contact our payroll administrator at [kbeal@elon.edu](mailto:kbeal@elon.edu). For information regarding the different circumstances around using this leave, please contact Human Resources at [hr@elon.edu](mailto:hr@elon.edu).