FAQs for Employees Who Are Not Working on Campus or Not Working Remotely/Telecommuting

1. Can I use my accrued and/or anticipated annual leave or my accrued and/or anticipated personal leave if there is no work available for me due to COVID-19?
   - Yes. Beginning April 11, 2020, employees who are not required to be on campus and who cannot telecommute must use their own leave for their absence. Employees who are reporting to work or who are telecommuting should continue to do so and are not required to use leave.
   - Employees may use their accrued or anticipated annual or personal leave to which they may become entitled in the 2020 leave calendar year.
   - For new employees, the rules that normally prohibit employees with less than one (1) year of service from anticipating annual leave during their first year of employment are temporarily suspended for absences due to COVID-19. Therefore, employees with less than one (1) year of employment may anticipate annual or personal leave to which they would become entitled in the 2020 leave calendar year.

2. Can my supervisor deny the use of accrued or anticipated annual or personal leave related to lack of work during COVID-19?
   - No

3. Can I use accrued compensatory leave (aka “Comp Leave”) if there is no work available for me due to COVID-19?
   - Yes. Beginning April 11, 2020, employees who are not required to be on campus and who cannot telecommute must use their own leave for their absence. Employees who are reporting to work or telecommuting should continue to do so and are not required to use leave.
   - Employees may use their accrued compensatory leave; however, compensatory leave cannot be anticipated.

4. Can my supervisor deny the use of compensatory leave related to lack of work during COVID-19?
   - No

5. Can I use my accrued and/or anticipated sick leave if there is no work available for me due to COVID-19?
   - Yes. Beginning April 11, 2020, employees who are not required to be on campus and who cannot telecommute must use their own leave for their absence. Employees who are reporting to work or telecommuting should continue to do so and are not required to use leave.
• Normally, the use of sick leave is only appropriate when you are sick or injured. However, the rules associated with sick leave use have been temporarily suspended for absences due to COVID-19. This temporary suspension is only in effect during the COVID-19 emergency.

• Employees may use accrued and anticipated sick leave to which they would become entitled in the 2020 leave calendar year.

• For new employees, the rules that normally prohibit employees with less than one (1) year of service from anticipating sick leave during their first year of employment are temporarily suspended for absences due to COVID-19. Therefore, employees with less than one (1) year of employment may anticipate sick leave to which they would become entitled in the 2020 leave calendar year.

6. If I use sick leave because I am sick or injured for any reason including sickness due to COVID-19, do I still need a note from my doctor?
   • No. The rules associated with sick leave use, including the rule requiring employees to provide a doctor’s note for any sick absence of three (3) or more consecutive workdays, have been temporarily suspended for absences due to COVID-19. This temporary suspension is only in effect during the COVID-19 emergency.

7. Can my supervisor deny the use of sick leave related to lack of work during COVID-19?
   • No

8. Can I use approved leave without pay (LWOP) instead of using all my paid leave during this time?
   • Yes. Approved LWOP may be used with supervisory approval. However, LWOP must be used in increments equal to at least one full pay period. You may begin LWOP in the middle of a pay period provided the LWOP extends through the end of the next pay period.

9. Can I use a combination of LWOP and paid leave during this time?
   • Yes. However, LWOP must be used in increments equal to at least one full pay period.

10. Am I still responsible to pay the employee health care contribution if I use LWOP?
   • Yes. If you are on LWOP for more than one (1) full pay period, you will receive a bill from the Pennsylvania Employee Benefits Trust Fund (PEBTF) or the State System for the required employee contribution/payment.
11. Will I earn leave or seniority while on unpaid leave?
   • No, you do not earn leave or seniority credit while on unpaid leave.

12. If I am currently on administrative leave due to work not being available can I apply for FFCRA leave?
   • No, you only qualify to utilize FFCRA leave if there is work available that you are unable to perform.