COVID-19 Temporary Leave Flowchart

Effective April 1, 2020

1 COVID Sick Leave + COVID Family Care = Total of 80 accrual hours (prorated for those who work less than full-time) available until December 31, 2020 at 100% pay.

2 COVID Childcare FMLA 66.7% is 12 weeks, but the employee must first use COVID Family Care, UNI sick leave, vacation accruals, and/or unpaid status for the first 10 days, then for the remainder 10 weeks pay is at 66.7% up to $200 per day/$1000 per week. Provision ends December 31, 2020.

Is there work to do?

Use vacation, comp time accruals until exhausted.

Request leave without pay.

Can the work be fully completed from home?

Telework from home w/supervisor approval.

If accruals are exhausted, use unpaid leave for the remainder of the 10 days.

After 10 days, use COVID Childcare FMLA 66.7% at 66.7% pay until exhausted, and/or use UNI sick leave and/or vacation accruals at 100% pay until exhausted.

Can work be partially completed from home?

Partially telework from home w/supervisor approval.

Partially telework from home w/supervisor approval.

Contact hrs-leaves@uni.edu one week prior to exhausting all leave.

Can work be fully completed from home?

Telework from home w/supervisor approval.

Go to Start

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Telework from home w/supervisor approval.

Go to Start

Can work be partially completed from home?

Partially telework from home w/supervisor approval.

Go to Start

Can you successfully complete your duties at home?

Complete the COVID-19 Leave Request Survey. (click here)

Use COVID Sick Leave at 100% pay until exhausted.

Use UNI sick leave accruals until exhausted.

Use vacation and/or comp time accruals until exhausted.

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Are you caring for immediate family who is ill/medically at risk?

Are you caring for immediate family because school/daycare closed?

Are you ill with COVID-19 symptoms or medically at risk?

Go to Start

For more information, view https://prepare.uni.edu/facultystaff-faq.

Last Updated: April 3, 2020