Frequently Asked Questions

Coronavirus (COVID-19)

Department of the Navy

Policy & Programs

As of 20 March 2020
Table of Contents

Leave.........................................................................................................................2
Weather & Safety Leave...............................................................................................2
Sick Leave..................................................................................................................2
Telework.....................................................................................................................3
Travel............................................................................................................................3
Where to Go for Additional Information...............................................................4
Leave

1. **Q:** Are civilian employees allowed to take leave during the COVID-19 pandemic?
   **A:** Civilian employees have a right to request and take annual leave. Supervisors may schedule the time the employee may take annual leave based on mission requirements.

Weather and Safety Leave

2. **Q:** Are employees eligible for weather and safety leave if they are not telework ready?
   **A:** Yes, employees are eligible for weather and safety leave if they are not telework eligible and their installation/activity is closed.

3. **Q:** Are part-time employees eligible for weather and safety leave?
   **A:** Yes, part time employees are eligible for weather and safety leave for the hours they are scheduled to work if they are not telework eligible and their installation/activity is closed.

   **Q:** Is Weather and Safety Leave an appropriate leave category when an employee is experiencing symptoms consistent with COVID-19, and test results confirm COVID-19?
   **A:** If an employee is experiencing COVID-19 symptoms, the employee should use sick leave. Sick leave covers a period of sickness, as provided in 5 CFR 630.401(a)(2). Agencies must grant sick leave when an illness, such as COVID-19, prevents an employee from performing work.

Sick Leave

4. **Q:** Can an employee identified as “high risk” be advised by their doctor to stay home? How should a supervisor proceed if the employee is telework eligible but does not want to telework?
   **A:** An employee who is identified as “high risk” by a medical professional should telework, if he/she is telework eligible. An employee who is not telework eligible may be granted weather and safety leave regardless of whether the installation is open or closed.

5. **Q:** Can an asymptomatic employee use sick leave if informed by their doctor that they have an underlying medical condition identified as “high risk”?
   **A:** No. An employee may only use sick leave if they are symptomatic or otherwise ill due to some other condition.

6. **Q:** What codes should be entered into the time keeping system for individuals placed on weather and safety leave?
   **A:** Employees should enter LN, Administrative Leave in the THC box and PS, Administrative Leave for Weather and Safety Leave in the EHZ box.
Telework

7. **Q:** What codes should be used for individuals teleworking due to a reasonable accommodation?
   **A:** Employees that are teleworking due to a reasonable accommodation should use the telework code TS, situational telework.

Travel

8. **Q.** Is there a delegation of authority to extend the Foreign Transfer Allowance? Who is the approving authority?
   **A.** If, in an agency’s judgment, unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the ten day limit, the agency may permit additional days beyond the ten allowed.

   If FTA is requested in excess of the 10 days, OCHR HQ is the approving official. Packages should be submitted with the SECDEF memo restricting travel as a substantiating document.

9. **Q.** If employee is quarantined before they PCS, can their TQSA be extended beyond 30 days because they are unable to leave? If so, who would have the authority to approve the TQSA extension?
   **A.** When the head of agency determines, on a case by case basis, that an extension of time is necessary due to compelling reasons beyond the control of the employee, up to an additional sixty (60) days may be authorized beyond the initial 30 days.

   If TQSA extension is requested, OCHR HQ is the approving official. Packages should be submitted with the SECDEF memo restricting travel as a substantiating document.

10. **Q.** Has guidance been published that addresses personal property shipping for impacted DoD personnel impacted by the DoD Stop Movement Guidance?
    **A.** Yes, USTRANSCOM Personal Property Advisory #20-0058A was issued 18 March 2020. This information has been posted to the Portal and includes Navy specific processes and includes typical scenarios.

11. **Q.** What documentation is required for civilian personal property service shipments affected by the Stop Movement Order?
    **A.** The first Flag Officer or SES in the chain of command of the BSO paying for the move is authorized to approve or deny stop movement exceptions for PCS travel for Navy civilians. A written exception-to-policy must be furnished to the shipping office for the shipment to proceed.

12. **Q.** Who do employees contact with questions regarding entitlements for PRCS travel?
    **A.** Employees should contact their command/BSO Lead Defense Travel Administrator (LDTA).
Where to Go for Additional Information

For additional information, the following resources are available:


- Non-CAC-enabled: Visit the DON Officer of Civilian Human Resources public website at: https://www.secnav.navy.mil/donhr/Pages/default.aspx

- Contact your local servicing Human Resources Office