## Leave Options for Healthy Employees

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
<th>Available Options:</th>
</tr>
</thead>
</table>
| Healthy, and would like to voluntarily practice social distancing to reduce your chances of contracting, or spreading germs, COVID-19 | You should inform your supervisor and request to telework and/or take leave. If you cannot telework, your supervisor can approve leave to the greatest extent mission will allow. If you can telework, you can take a combination of leave and telework to social distance. | If you are able to telework (note 1):  
- Telework, or  
If you have available leave:  
- Annual Leave  
- Comp Time, Credit Hours  
- Time Off Award  
If you do not have available leave:  
- Advanced Annual Leave (note 4)  
- Leave Without Pay |
| Heathy, and over the age of 65 and considered to be at higher risk for serious complications from COVID-19. (note 3, additional information on last page) | You must notify your supervisor and you are required to telework, if possible. If you cannot telework weather and safety leave is authorized | If you are able to telework (note 1 and 2):  
- Telework, or  
If you are not able to work or telework:  
- Weather and safety leave (note 6)  
- Emergency Paid Sick Leave (note 7) |
| Healthy, but concerned that you are in one of the populations identified as being at higher risk for serious complications from COVID-19 (note 3, additional information on last page) | You must notify your supervisor immediately with evidence of your underlying health condition and request to telework and/or take leave. If you cannot telework, you may be granted weather and safety leave. | If you are able to telework (note 1 and 2):  
- Telework, or  
If you are not able to work or telework:  
- Weather and Safety Leave (note 6)  
- Emergency Paid Sick Leave (note 7) |
| Healthy, and returned from any travel in the last 14 days and are under restriction of movement or quarantine. | You must notify your supervisor immediately and you will be required to telework if you are eligible and able. If you cannot telework, you must request to take approved leave. You will be able to return to work once no longer instructed to stay home or under quarantine. | If you are able to telework (note 1 and 2):  
- Telework  
If you have available leave:  
- Annual Leave  
- Comp Time, Credit Hours  
- Time Off Award  
If you do not have available leave:  
- Advanced Annual Leave (note 4)  
- Leave Without Pay  
If you are not able to telework:  
- Weather and Safety Leave (note 6)  
- Emergency Paid Sick Leave (note 7) |
| Healthy, but have been in close contact with a symptomatic laboratory-confirmed COVID-19 case, and are instructed to stay home to practice social distancing or are under quarantine. (note 8) | You must notify your supervisor immediately and you will be required to telework if you are eligible and able. If you cannot telework, you will be placed on weather and safety leave. You will be able to return to work once no longer instructed to stay home or under quarantine. | If you are able to telework (note 1 and 2):  
- Telework  
If you are not able to work or telework:  
- Weather and Safety Leave (note 6)  
- Emergency Paid Sick Leave (note 7) |

**NOTES:**
1. “Able to telework” means there is work that can be assigned to you to perform outside of your normal duty location (i.e. the work is portable). Telework eligible employees should have a telework agreement in place; however, if you do not, you can telework at this time. Employees without a telework agreement should take the required training and establish a telework agreement as soon as possible.
2. Employees who are able to telework are not authorized weather and safety leave, they must take personal leave when not performing work.
3. The CDC-identified populations includes older adults (65 years and above) and individuals, regardless of age, who have underlying medical conditions (such as Lung Disease, Heart Disease, and Diabetes) in addition to people with HIV and pregnant women. Agencies do not need to require certification by a medical professional, and may accept self-identification by employees that they are in one of these populations. (OMB M-20-13)
4. You may receive advanced annual leave in an amount not to exceed the amount you would accrue during the remainder of the leave year.
5. Weather and safety leave (a form of admin leave) may be approved when an asymptomatic employee (i.e., healthy, not displaying symptoms) is subject to movement restrictions (i.e., quarantine) under the direction of a medical professional, public health authority, commander or supervisor.
6. Employees can receive up to 80 hours of emergency paid time off when subject to movement restrictions at regular pay up to $511 daily and $5,110 total.
8. The CDC defines close contact as being within approximately 6 feet (2 meters) of a with anyone who has been diagnosed with COVID-19 (lab or clinical diagnosis) for a prolonged period of time (10 minutes or more) in a confined space (cab, small room, shared stateroom, berthing proximity, office) – or – having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, sneezed on, etc.).
Leave Options for Child/Dependent Care (Healthy Employees)

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
<th>Available Options:</th>
</tr>
</thead>
</table>
| Healthy, and have a healthy child whose school has been closed and you have to stay home to care for your child. | You should inform your supervisor and may request to telework and/or take leave. If you cannot telework, your supervisor can approve leave to the greatest extent the mission will allow. If you can telework, you must develop a plan with your supervisor to keep track of your productive hours and request leave for periods of time you are caring for your child. | If you are able to telework (note 1 and 2):                              
  • Telework, or                                                    
  If you have available leave:                                   
  • Annual Leave                                                                    
  • Comp Time                                                                  
  • Credit Hours                                                               
  • Time Off Award                                                              
| Healthy, and have a healthy child or dependent quarantined under the direction of public health authorities – or – is in one of the high risk categories identified by the CDC (additional information on last page) | You should inform your supervisor and may request to telework and/or take leave. If you cannot telework, your supervisor can approve leave to the greatest extent the mission will allow. | If you are able to telework (note 1 and 2):                              
  • Telework, or                                                    
  If you have available leave:                                   
  • Sick Leave (note 3)                                                 
  • Annual Leave                                                                    
  • Comp Time                                                                  
  • Credit Hours                                                               
  • Time Off Award                                                              
| Healthy, and have a dependent or family member who is sick with COVID-19 and you are the only person available to provide care. (See note 2) | You should inform your supervisor and request to telework and/or take leave. If you cannot telework, your supervisor can approve leave to the greatest extent the mission will allow. If you can telework, you must develop a plan with your supervisor to keep track of your productive hours and request leave for periods of time you are caring for your child. | If you are able to telework (note 1 and 2):                              
  • Telework, or                                                    
  If you have available leave:                                   
  • Sick Leave (note 3)                                                 
  • Annual Leave                                                                    
  • Comp Time                                                                  
  • Credit Hours                                                               
  • Time Off Award                                                              

NOTES:
1. “Able to telework” means there is work that can be assigned to you to perform outside of your normal duty location (i.e. the work is portable). Telework eligible employees should have a telework agreement in place; however, if you do not, you can telework at this time. Employees without a telework agreement should take the required training and establish a telework agreement as soon as possible.
2. Employees who are able to telework are not authorized weather and safety leave, they must take personal leave when not performing work.
3. Weather/safety leave is not appropriate if you must stay at home to care for family member who is sick or who was exposed to COVID-19.
4. You may receive a maximum of up to 30 days (240 hours) of advanced sick leave, subject to limitations, to be used for the same reasons as sick leave.
5. You may receive advanced annual leave in an amount not to exceed the amount you would accrue during the remainder of the leave year.
6. Most employees are entitled to a total of up to 12 workweeks of leave without pay (LWOP) per year under the FMLA to care for a spouse, son or daughter, or parent with a serious health condition or yourself if you have a serious health condition.
7. All employees who are unable to work (or telework) can receive up to 80 hours of emergency paid time off for family care associated with COVID-19 at 2/3 pay up to $200 daily and $2,000 total.
8. Temporary employees, who have been employed for at least 30 days on an appointment limited to 1 year or less and are unable to work (or telework) can receive up to 10 weeks of paid leave at 2/3 pay up to $200 daily and $12,000 total.

Last reviewed April 8, 2020 at 1200
# Leave Options for Sick Employees

<table>
<thead>
<tr>
<th>If you are:</th>
<th>Then:</th>
<th>Available Options:</th>
</tr>
</thead>
</table>
| Sick, for reasons other than suspected or confirmed COVID-19 | You are not allowed to be at work and must notify your supervisor as soon as possible and request to take approved leave. You can return to work once you are no longer sick. Supervisors may request a medical certification for absences extending three or more days. | If you have available leave:  
  - Sick Leave  
  - Annual Leave  
  - Comp Time, Credit Hours  
  - Time Off Award  
  
If you do not have available leave:  
  - Advanced Sick Leave (note 2)  
  - Advanced Annual Leave (note 3)  
  - Donated Leave (VLTP) (note 4)  
  - Leave Without Pay  
  - FMLA (note 5)                                                                                           |

| Sick, for suspected COVID-19. If you have a fever, chills, cough, sore throat or body aches, seek medical attention. | You are not allowed to be at work and must notify your supervisor as soon as possible and request to take approved leave. You can return to work once no longer instructed to stay home or under quarantine.  
If you become healthy, and are instructed to stay home or are under quarantine, you may request weather and safety leave. (note 1) | If you have available leave:  
  - Sick Leave  
  - Annual Leave  
  - Comp Time, Credit Hours  
  - Time Off Award  
  
If you do not have available leave:  
  - Advanced Sick Leave (note 2)  
  - Advanced Annual Leave (note 3)  
  - Donated Leave (VLTP) (note 4)  
  - Leave Without Pay  
  - FMLA (note 5)  
  
If you are not able to work or telework:  
  - Emergency Paid Sick Leave (note 6)                                                                               |

| Sick, for confirmed COVID-19                      | You are not allowed to be at work and must notify your supervisor immediately and request to take approved leave. You can return to work once no longer instructed to stay home or under quarantine.  
If you become healthy, and are instructed to stay home or are under quarantine, you may request weather and safety leave. (note 1) | If you have available leave:  
  - Sick Leave  
  - Annual Leave  
  - Comp Time, Credit Hours  
  - Time Off Award  
  
If you do not have available leave:  
  - Advanced Sick Leave (note 2)  
  - Advanced Annual Leave (note 3)  
  - Donated Leave (VLTP) (note 4)  
  - Leave Without Pay  
  - FMLA (note 5)  
  
If you are not able to work or telework:  
  - Emergency Paid Sick Leave (note 6)                                                                               |

**NOTES:**  
1. Weather and safety leave (a form of admin leave) may be approved when an asymptomatic employee (i.e., healthy, not displaying symptoms) is subject to movement restrictions (i.e., quarantine) under the direction of a medical professional, public health authority, commander or supervisor.  
2. You may receive a maximum of up to 30 days (240 hours) of advanced sick leave, subject to limitations, to be used for the same reasons as sick leave.  
3. You may receive advanced annual leave in an amount not to exceed the amount you would accrue during the remainder of the leave year.  
4. If you have a personal or family medical emergency related to a quarantinable communicable disease, such as COVID-19, and are absent (or expected to be absent) from duty without available paid leave for at least 24 work hours, you may qualify to receive donated annual leave under the Voluntary Leave Transfer Program (VLTP). You should work with your supervisor to request to participate in the VLTP, if needed.  
5. Most employees are entitled to a total of up to 12 workweeks of leave without pay (LWOP) per year under the FMLA to care for a spouse, son or daughter, or parent with a serious health condition or yourself if you have a serious health condition.  
6. All employees who are unable to work (or telework) and are experiencing COVID-19 symptoms can receive up to 80 hours of emergency paid time off (without charge to accrued leave) when seeking a medical diagnosis at regular pay up to $511 daily and $5,100 total. If diagnosed, sick leave must be used.

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Approval Authority and SLDCADA Guidance

<table>
<thead>
<tr>
<th>Category (note 1, 2)</th>
<th>Approval Authority</th>
<th>THC</th>
<th>Ehz</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any leave outside the local area (off island)</td>
<td>BL/SL/ Dept. Head/Div. Director</td>
<td>Any</td>
<td>Any</td>
<td>Until further notice</td>
</tr>
<tr>
<td>Telework, Ad-hoc Situational</td>
<td>First Line Supervisor</td>
<td>RG</td>
<td>TS</td>
<td>n/a</td>
</tr>
<tr>
<td>Annual Leave (on island)</td>
<td>First Line Supervisor</td>
<td>LA</td>
<td>n/a</td>
<td>No limit</td>
</tr>
<tr>
<td>Advanced Annual</td>
<td>Department Head</td>
<td>LA</td>
<td>n/a</td>
<td>Leave accrued/year</td>
</tr>
<tr>
<td>Accrued Sick Leave (self)</td>
<td>First Line Supervisor</td>
<td>LS</td>
<td>n/a</td>
<td>No limit</td>
</tr>
<tr>
<td>Advanced Sick Leave</td>
<td>Department Head</td>
<td>LS</td>
<td>n/a</td>
<td>240 hours/year</td>
</tr>
<tr>
<td>Sick Leave (Family Care, general)</td>
<td>Department Head</td>
<td>LS</td>
<td>DE</td>
<td>13 days/year</td>
</tr>
<tr>
<td>Sick Leave (Family Care, serious health condition)</td>
<td>First Line Supervisor</td>
<td>LV</td>
<td>DX</td>
<td>80 hours full pay (note 7,9)</td>
</tr>
<tr>
<td>Emergency Paid Sick Leave (FFCRA) (self)</td>
<td>First Line Supervisor</td>
<td>LV</td>
<td>DY</td>
<td>2/3 pay (note 7,9)</td>
</tr>
<tr>
<td>Emergency Paid Sick Leave (FFCRA) (Family care)</td>
<td>First Line Supervisor</td>
<td>LV</td>
<td>DZ</td>
<td>10 weeks at 2/3 (note 8,9)</td>
</tr>
<tr>
<td>Emergency Family and Medical Leave (FFCRA)</td>
<td>First Line Supervisor</td>
<td>KA</td>
<td>n/a</td>
<td>No limit</td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td>First Line Supervisor</td>
<td>KA</td>
<td>DC</td>
<td>240 hours/year</td>
</tr>
<tr>
<td>Family Medical Leave Act (FMLA) (self)</td>
<td>First Line Supervisor</td>
<td>KA</td>
<td>DE</td>
<td>13 days</td>
</tr>
<tr>
<td>FMLA (Family care, general)</td>
<td>First Line Supervisor</td>
<td>KA</td>
<td>DC</td>
<td>240 hours/year</td>
</tr>
<tr>
<td>FMLA (Family care, serious health condition)</td>
<td>First Line Supervisor</td>
<td>LN</td>
<td>PS</td>
<td>No limit (notes 4,5)</td>
</tr>
<tr>
<td>Weather and Safety Leave (CDC High Risk, Age 65+)</td>
<td>First Line Supervisor</td>
<td>LN</td>
<td>PS</td>
<td>No limit (notes 3,4,5)</td>
</tr>
<tr>
<td>Weather and Safety Leave (CDC High Risk, other)</td>
<td>Human Resources Director (note 3)</td>
<td>LN</td>
<td>PS</td>
<td>During ROM (notes 4,5,6)</td>
</tr>
<tr>
<td>Weather and Safety Leave (ROM after travel)</td>
<td>BL/SL/ Dept. Head/Div. Director</td>
<td>LN</td>
<td>PS</td>
<td>During ROM (notes 4,5)</td>
</tr>
<tr>
<td>Weather and Safety Leave (ROM other than travel)</td>
<td>First Line Supervisor</td>
<td>LN</td>
<td>PS</td>
<td>No limit</td>
</tr>
<tr>
<td>Adjustments to work schedules</td>
<td>First Line Supervisor</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

NOTES:
1. Employee health information cannot be shared with anyone who does not have an official need to know and must be treated as confidential.
2. Leave, telework and work schedules are subject to higher level review based on organizational needs and mission priorities.
3. Supervisors must submit all requests as soon as practicable to david.p.pedersen@navy.mil with specific details regarding the employees request for weather and safety leave. All requests must be encrypted and sent For Official Use Only (FOUO).
4. Employees who are able to telework are not authorized weather and safety leave, they must take personal leave when not performing work.
5. Employees who are sick are not authorized weather and safety leave.
6. If an employee voluntarily travels to an area with knowledge they will be subject to ROM upon return, personal leave should be required.
7. Employees who cannot work (or telework) can receive up to 80 hours of emergency paid sick leave total (without charge to accrued leave) for personal leave should be required.
8. Employees who cannot work (or telework) can receive up to 80 hours of emergency paid sick leave total (without charge to accrued leave) for personal leave should be required.
9. **CAUTION**: SLDCADA does not currently support the statutory limits and employees will be indebted for any overpayment and cannot requests waivers from the debt.

Additional Telework Information

All employees that have positions that are telework eligible (or can be assigned duties that would allow for telework) regardless of whether the employee is under an approved telework agreement, may be required to situational telework when directed by their supervisor under a pandemic situation such as this one.

- Employees who are teleworking may be required to return to the worksite when their physical presence is required.
- Supervisors should find other duties to support situational telework, when possible, for employees who position may not normally support telework due to the need to work with classified information, daily interactions with customers, etc. This could include, but is not limited to, instruction reviews, training courses, training videos, etc.
- Employees are required to have daily check-ins (phone/e-mail/TWMS muster) with their supervisors.

High Risk Individuals for COVID-19

Employee may self-identify as high risk individual for COVID-19 and may be required to provide medical documentation to support this self-assessment when appropriate. High-risk factors include, but are not limited to:

- Age (adults 65 years and older)
- Asthma.
- Underlying Medical Condition (such as Lung Disease, Heart Disease, and Diabetes)
- People with HIV.
- Pregnant women.


*** In an effort to provide maximum flexibility to you and our workforce, our standard core hours of 0800-1430 as directed in NAVFACNavInst 1710.11B (hours between which all employees are expect to be at work) are temporarily waived***

Last reviewed April 8, 2020 at 1200