

COVID-19 Leave Scenarios and Guidance

Q: What leave can/should be used in the following scenarios if telework is not an option for an employee?

- ***Employee tests positive for COVID-19***
 - ✓ Sick Leave
 - ✓ Vacation Leave
 - ✓ Shared Leave
 - ✓ Leave Without Pay

- ***Employee has a fever, cough or shortness of breath, you should send them home.***
 - ✓ Sick Leave
 - ✓ Vacation Leave
 - ✓ Leave Without Pay
 - ✓ Potentially Shared Leave – Work with HR

- ***Employee is caring for a sick household member who has been diagnosed with COVID-19.***
 - ✓ Sick Leave
 - ✓ Vacation Leave
 - ✓ Shared Leave
 - ✓ Leave Without Pay

- ***Employee returns from international travel from a country that is close-to but not listed on the CDC impacted areas and is not required to self-quarantine (based on CDC guidance) and is otherwise healthy, not showing symptoms.***
 - ✓ Vacation Leave
 - ✓ Leave Without Pay

- ***Schools are closed and worker has no care available for kids.***
 - ✓ Sick Leave
 - ✓ Vacation Leave
 - ✓ Leave Without Pay

- ***Employee is at high or medium risk (per [CDC risk assessment flow chart](#) and cross-referenced with [current travel guidance](#)) and is required to self-quarantine but is otherwise healthy, not showing symptoms.***
 - ✓ No Loss in Pay for Up to 14 Days
 - ✓ Potentially Shared Leave – Work with HR

- ***Employee fears congregate areas and refuses to come to work (self-distancing).***
 - ✓ Vacation Leave
 - ✓ Leave Without Pay

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- ***Employee is at “higher risk” of getting sick from COVID-19 (listed in [CDC guidelines](#)), fears congregate areas and refuses to come to work (self-distancing).***
 - ✓ Vacation Leave
 - ✓ Leave Without Pay
 - ✓ Potentially Sick Leave – Work with HR