

# UNT World - Scenarios Related to Leave Options in Response to COVID-19

Work in Progress - Created 3/20/2020, Revised 3/31/2020, 8:30 am

NOTE: The following scenarios are only valid for employees who are not working remotely. Any time working remotely is considered "Hours Worked" thus, no leave is needed.

For questions regarding this information, please contact your Campus Human Resources Team/Campus HR Representative.

## SCENARIO 1. Employee quarantined by UNT World but has not tested positive or is not displaying symptoms (e.g. travel, came in contact with someone who tested positive)

EMPLOYEE TYPE	Staff	Part Time Staff	UNT/UNTD Faculty	HSC Faculty	Graduate Student	Student Hourly	Non-Student Hourly	Percent of Pay	Maximum	Note
LEAVE TYPE	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?			
Family Medical Leave (FML)	No	No	No	No	No	No	No			
Sick Leave	No	No	No	No	No	No	No			
Vacation	No	No	No	No	No	No	No			
Comp Time	No	No	No	No	No	No	No			
University Emergency Leave*	Yes	Yes	Yes	Yes	No	No	No	100%		
Federal Emergency Sick Leave**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	\$511/day (\$5,110 Total); 80 hours max (prorated for part time employees)	Annual full-time rate = \$132,860 - anything in excess is less than 100%; other applicable accrued leave may be used for time now covered by this benefit
Federal Emergency FML***	No	No	No	No	No	No	No			

## SCENARIO 2. Employee has tested positive, is displaying symptoms or has been advised by health provider to self-isolate

EMPLOYEE TYPE	Staff	Part Time Staff	UNT/UNTD Faculty	HSC Faculty	Graduate Student	Student Hourly	Non-Student Hourly	Percent of Pay	Maximum	Note
LEAVE TYPE	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?	Eligible to Use?			
Family Medical Leave (FML)	Yes	Yes	Yes	Yes	No	No	No		12 weeks	
Sick Leave	Yes	Yes	Yes	Yes	No	No	No	100%	Balance of accruals	Employee must actually be sick to use this leave.
Vacation	Yes	Yes	No	Yes	No	No	No	100%	Balance of accruals	
Comp Time	Yes	Yes	No	No	No	No	No	100%	Balance of accruals	
University Emergency Leave*	No	No	No	No	No	No	No			
Federal Emergency Sick Leave**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	\$511/day (\$5,110 Total); 80 hours max (prorated for part time employees)	Annual full-time rate = \$132,860 - anything in excess is less than 100%; other applicable accrued leave may be used for time now covered by this benefit
Federal Emergency FML***	No	No	No	No	No	No	No			

## SCENARIO 3. Caring for others who have tested positive or are displaying symptoms (with no exposure to the employee)

EMPLOYEE TYPE	Staff	Part Time Staff	UNT/UNTD Faculty	HSC Faculty	Graduate Student	Student Hourly	Non-Student Hourly	Percent of Pay	Maximum	Note
LEAVE TYPE	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?			
Family Medical Leave (FML)	Yes	Yes	Yes	Yes	No	Yes	Yes		12 weeks	Caring for Child, Parent or Spouse only
Sick Leave	Yes	Yes	Yes	Yes	No	No	No	100%	Balance of accruals	Caring for an immediate family who reside in the same household, related by kinship, adoption marriage, or fostered. Minor children of the employee, whether or not living in the same household, family members not residing in household is strictly limited to the time necessary to provide care and assistance to a spouse, child or parent of the employee who needs such care and assistance as direct result of a documented medical condition.
Vacation	Yes	Yes	No	Yes	No	No	No	100%	Balance of accruals	
Comp Time	Yes	Yes	No	No	No	No	No	100%	Balance of accruals	
University Emergency Leave*	No	No	No	No	No	No	No			

# UNT World - Scenarios Related to Leave Options in Response to COVID-19

Work in Progress - Created 3/20/2020, Revised 3/31/2020, 8:30 am

NOTE: The following scenarios are only valid for employees who are not working remotely. Any time working remotely is considered "Hours Worked" thus, no leave is needed.

Federal Emergency Sick Leave**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	\$200/day (\$2,000 Total); 80 hours max (prorated for part time employees)	Allowed to care for someone (not necessarily a family member or household member) who is quarantined.; Annual full-time rate is \$77,612 -- anything in excess is less than 100%; other applicable accrued leave may be used for time now covered by this benefit
Federal Emergency FML***	No	No	No	No	No	No	No			

## SCENARIO 4. Not allowed to work onsite, telecommuting unavailable

EMPLOYEE TYPE	Staff	Part Time Staff	UNT/UNTD Faculty	HSC Faculty	Graduate Student	Student Hourly	Non-Student Hourly	Percent of Pay	Maximum	Note
LEAVE TYPE	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?			
Family Medical Leave (FML)	No	No	No	No	No	No	No			
Sick Leave	No	No	No	No	No	No	No			
Vacation	No	No	No	No	No	No	No			
Comp Time	No	No	No	No	No	No	No			
University Emergency Leave*	Yes	Yes	Yes	Yes	No	No	Yes, until 4/3/20	100%		
Federal Emergency Sick Leave**	No	No	No	No	No	No	No			
Federal Emergency FML***	No	No	No	No	No	No	No			

## SCENARIO 5. No Day Care/No School

EMPLOYEE TYPE	Staff	Part Time Staff	UNT/UNTD Faculty	HSC Faculty	Graduate Student	Student Hourly	Non-Student Hourly	Percent of Pay	Maximum	Note
LEAVE TYPE	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?	Eligible?			
Family Medical Leave (FML)	No	No	No	No	No	No	No		12 weeks	
Sick Leave	No	No	No	No	No	No	No			
Vacation	Yes	Yes	No	Yes	No	No	No	100%	Balance of accruals	
Comp Time	Yes	Yes	No	No	No	No	No	100%	Balance of accruals	
University Emergency Leave*	No	No	No	No	No	No	No			
Federal Emergency Sick Leave**	Yes	Yes	Yes	Yes	Yes	Yes	Yes	100%	\$511/day (\$5,110 Total); 80 hours max (prorated for part time employees)	Annual full-time rate = \$132,860 - anything in excess is not at 100%; other applicable accrued leave may be used for time now covered by this benefit.
Federal Emergency FML***	Yes	Yes	Yes	Yes	Yes	Yes	Yes	66.67%	Max 12 weeks job-protected leave; 2 weeks unpaid; 10 weeks max @ \$200/day or \$10,000 Total	Must be employed for 30 days; Annual full-time rate is \$77,612 -- anything in excess is less than 66.67%; other applicable accrued leave may be used for time now covered by this benefit

\*State Emergency Leave: Refers to the university emergency leave provisions designated for UNT World by the Chancellor Roe and the campus Presidents as authorized by the State of Texas.

\*\* Federal Emergency Sick Leave: Refers to the emergency paid sick leave authorized by the Family First Coronavirus Response Act signed by President Trump on March 18, 2020.

\*\*\*Federal Emergency FML: Refers to the emergency family and medical leave authorized by the Family First Coronavirus Response Act signed by President Trump on March 18, 2020 .

\* First Coronavirus Response Act can be found at: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>

NOTE 1: For the new leave benefits, Time Reporting Codes/Leave Codes and their associated instructions are in the process of being created and will be shared with the UNT World community when completed.