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](https://www.cdc.gov/coronavirus/2019-ncov/your-health/risks.html)), fears congregate areas and refuses to come to work (self-distancing).**
  - ✓ Vacation Leave
  - ✓ Leave Without Pay
  - ✓ Potentially Sick Leave – Work with HR