# Time Off Options for Staff Due to COVID-19

<table>
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<tr>
<th>Employee Condition</th>
<th>First Option</th>
<th>Second Option</th>
<th>Third Option</th>
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</table>
| 1 Tested positive for COVID-19 | Use Short Term Disability  
   Requires:  
   - Submit special COVID-19 application  
   - Casual employees may be eligible | | | Policy 3.1.9 Short Term Disability |
| 2 Has symptoms of COVID-19 for 8 or more consecutive days | Use Short Term Disability  
   Requires:  
   - Submit special COVID-19 application  
   - Casual employees may be eligible | | | Policy 3.1.9 Short Term Disability |
| 3 Was exposed and is not sick and is advised to self-quarantine by a healthcare provider/Occupational Health Services and is unable to perform job duties from home | Use Short Term Disability  
   Requires:  
   - Email the Benefits Team at benefits@princeton.edu with the date of the first day of self-quarantine  
   - Casual employees may be eligible | | | Policy 3.1.9 Short Term Disability |
| 4 Has symptoms of COVID-19 for less than 8 consecutive days | Use COVID-19 Days  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | Use Paid Leave Days: sick, vacation, personal, bundled time  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | Use Unpaid Leave of Absence form/Public Health Emergency (reason code) | Policy 3.1.12 COVID-19 Days  
   HR Policy & Procedures Manual |
| 5 Cannot work since school or daycare closed | Use COVID-19 Days  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | Use Paid Leave Days: sick, vacation, personal, bundled time  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | | Policy 3.1.12 COVID-19 Days  
   HR Policy & Procedures Manual |
| 6 Is caring for a sick or exposed family member | Use COVID-19 Days  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | Use Paid Leave Days: sick, vacation, personal, bundled time  
   Requires:  
   - Supervisory approval  
   - Enter in Time & Absence Management | Use NJ Family Leave Insurance  
   Requires:  
   - After paid time off is exhausted or in lieu of using paid time off  
   - Apply directly to State of New Jersey | Policy 3.1.12 COVID-19 Days  
   HR Policy & Procedures Manual |
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| **7** Is in a high-risk group as defined by the Centers for Disease Control (CDC) and advised by a healthcare provider to self-quarantine at home and cannot work from home because job duties have to be performed on campus | Use COVID-19 Days  
Requires:  
• A doctor’s note that confirms the individual is high risk as defined by the CDC but does not include the actual high-risk category in accordance with medical confidentiality and privacy laws  
• Supervisory approval  
• Enter in Time & Absence Management | Use Paid Leave Days: sick, vacation, personal, bundled time  
Requires:  
• A doctor’s note that confirms the individual is high risk as defined by the CDC but does not include the actual high-risk category in accordance with medical confidentiality and privacy laws  
• Supervisory approval  
• Enter in Time & Absence Management | Use Unpaid Leave of Absence form/Public Health Emergency (reason code) | Policy 3.1.12 COVID-19 Days  
HR Policy & Procedures Manual |
| **8** Is in a high-risk group as defined by the Centers for Disease Control (CDC) and is seeking workplace accommodation | Use Work with department and HR for expedited accommodations discussion  
Requires:  
• A doctor’s note that confirms the individual is high risk as defined by the CDC but does not include the actual high-risk category in accordance with medical confidentiality and privacy laws  
• Applies to benefits-eligible and casual employees | Use COVID-19 Days  
Requires:  
• Supervisory approval  
• Enter in Time & Absence Management | Use Paid Leave Days: sick, vacation, personal, bundled time  
Requires:  
• Supervisory approval  
• Enter in Time & Absence Management | Policy 5.1.7 Reasonable Accommodations for Disabilities  
Policy 3.1.12 COVID-19 Days  
HR Policy & Procedures Manual |
| **9** Is biweekly-paid and released from working onsite for all or part of the work time and is unable to perform work duties from home as duties have to be performed on campus and/or may be on a rotational work schedule on campus | Use Paid Public Health Emergency Release Time  
Requires:  
• Supervisory approval  
• Enter RFWPH-Released public health emergency time reporting code on the timesheet in Time & Absence Management | | | |
| **10** Is monthly-paid and released from working onsite for all or part of the work time and is unable to perform work duties from home as duties have to be performed on campus and/or may be on a rotational work schedule on campus | Use Paid Leave of Absence form/Public Health Emergency (reason code) | | | |