

Time Off Options for Staff Due to COVID-19

Under applicable federal laws, Princeton University Occupational Health reserves the right to determine if a condition or diagnosis rises to the level of a disability and what constitutes as reasonable, necessary, and appropriate accommodations according to the functional limitations of the disability. Accommodations may not alter the essential skills and/or the fundamental nature of a course or program.

	Employee Condition	First Option	Second Option	Third Option	Learn More
1	Tested positive for COVID-19, isolation requirement of less than 8 days, AND unable to perform job duties from home	Use COVID-19 Days <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 		Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual
2	Tested positive for COVID-19, symptoms are not resolving (fever within 24 hours or other persistent symptoms such as chills, cough, shortness of breath, etc.), a doctor certifies that the employee is unable to perform their job for 8 consecutive days or longer, AND unable to perform job duties from home	Use Short Term Disability <i>Requires:</i> <ul style="list-style-type: none"> Submit Short Term Disability Application Casual employees <u>may be eligible</u> 			Policy 3.1.10 Short Term Disability Supplemental Pay
3	Has symptoms of COVID-19 for 8 or more consecutive days AND is unable to perform job duties from home	Use Short Term Disability <i>Requires:</i> <ul style="list-style-type: none"> Submit Short Term Disability Application Casual employees <u>may be eligible</u> 			Policy 3.1.10 Short Term Disability Supplemental Pay
4	Was exposed AND is not sick AND is advised to self-quarantine for 8 or more consecutive days by a healthcare provider/Occupational Health Services AND is unable to perform job duties from home	Use Short Term Disability <i>Requires:</i> <ul style="list-style-type: none"> Email the Benefits Team at benefits@princeton.edu with the date of the first day of self-quarantine Casual employees <u>may be eligible</u> 			Policy 3.1.10 Short Term Disability Supplemental Pay

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5	Has symptoms of COVID-19 for less than 8 consecutive days or advised to self-quarantine	Use COVID-19 Days <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use Unpaid Leave of Absence form /Public Health Emergency (reason code)	Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual
6	Cannot work since school or daycare closed	Use COVID-19 Days <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use Unpaid Leave of Absence form for up to one month May be eligible for state unemployment benefits	Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual
7	Is caring for a sick or exposed family member	Use COVID-19 Days <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management Then Use Paid Family Leave Policy days <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Submit Certification of Healthcare Provider form 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in Time & Absence Management 	Use NJ Family Leave Insurance <i>Requires:</i> <ul style="list-style-type: none"> After paid time off is exhausted or in lieu of using paid time off Apply directly to State of New Jersey 	Policy 3.1.13 COVID-19 Days Policy 3.1.12 Paid Family Leave Policy: Revised and Renamed from Paid Parental Leave HR Policy & Procedures Manual
8	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 <i>Requires:</i> <ul style="list-style-type: none"> 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 <i>Requires:</i> <ul style="list-style-type: none"> 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 	See #13	Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual

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9	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 accommodations discussion <i>Requires:</i> <ul style="list-style-type: none"> A doctor's note that confirms the individual is high risk <u>as defined by the CDC</u> Applies to benefits-eligible and casual employees 	Use <u>COVID-19 Days</u> <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in <u>Time & Absence Management</u> 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in <u>Time & Absence Management</u> 	Policy 5.1.7 Reasonable Accommodations for Disabilities Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual
10	Family member is high-risk as defined by the Centers for Disease Control (CDC) but does not require specific care as certified by a healthcare provider	Use <u>COVID-19 Days</u> <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in <u>Time & Absence Management</u> 	Use Paid Leave Days: sick, vacation, personal, bundled time <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter in <u>Time & Absence Management</u> 		Policy 3.1.13 COVID-19 Days HR Policy & Procedures Manual
11	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 <i>Requires:</i> <ul style="list-style-type: none"> Supervisory approval Enter RFWPH-Released public health emergency time reporting code on the timesheet in <u>Time & Absence Management</u> 			
12	Is monthly-paid or biweekly-paid AND is unable to perform work duties from home as duties have to be performed on campus AND is in a high-risk group as defined by the Centers for Disease Control (CDC) but is not placed on disability by a healthcare provider AND has used all available paid time off	Discussion between supervisor, Sr HR Manager, and employee to determine options and next steps.	Use <u>Unpaid Leave of Absence form</u> /Public Health Emergency (reason code). Unpaid leave needs to be approved by supervisor and is for a total of one month	If no documented medical reason is communicated, after the one month of unpaid leave, the employee would be terminated.	
13	Time to get COVID-19 vaccine	Employees should first use COVID-19 days, and then vacation, sick, personal, or bundled time.	When no other time available, use unpaid time or schedule the vaccine outside of work hours.		