

How to Complete Your Timesheet During COVID-19 Pandemic RF Employees

This document is intended to help RF employees complete time reporting documents in the RF E-Time Reporting System when they are absent for reasons related to COVID-19. If you have questions, please contact your campus RF Office of Human Resources.

Reason You are Out:

1. You are approved or directed not to come to work for reasons related to COVID-19 and unable to work remotely. (The determination to work remotely is determined on a case by case basis and takes into account the technology available and /or means to work, and the ability to deliver a tangible work product.) **OR**
2. You are directed by a doctor not to come to work due to health issues related to COVID-19 **OR**
3. A school, day care or other special needs dependent care provider is closed, and you need to be home with your dependent

You have accrued Paid Time Off Sick:

Choose "Hours Type" **Sick** and use the **COVID-19: Other Related (Sick)** reason. You will be able to charge your PTO sick accruals under the "COVID-19 expanded use of accrued sick leave program" up to the [current] maximum of 22 days or your current PTO sick balance, whichever is less.

You DO NOT have or accrue Paid Time Off Sick:

Choose "Hours Type" **Non Worked Time** (exempt employees) or **Non Worked Hours** (nonexempt employees) and use the **COVID-19: Other Related (Non Work)** reason. For employees who exhaust their PTO sick or do not accrue PTO sick, you may be eligible for "RF COVID-19 salary continuation" (Please contact campus RF office of Human Resources).

NOTE: Eligible employees can charge up to the current maximum of 30 calendar days salary continuation (Combined "COVID-19 expanded use of sick" and "COVID-19 salary continuation") based on their regular work schedule. For example, if an employee has 5 days PTO sick and works 7.5 hours a day Monday-Friday and is out starting April 1. The employee will charge 5 days to PTO **Sick** (COVID-19 expanded use of accrued sick) and 17 days will be charged to **Non Worked (Time/Hours)** (COVID-19 salary continuation).

4. You are subject to a mandatory or precautionary quarantine order issued by the State of New York, New York State Department of Health, local board of health, or other authorized government entity. This includes employees who are diagnosed with COVID-19.

ALL EMPLOYEES whether you are eligible to accrue paid time off or not:

Choose "Hours Type" **Non Worked Time** (exempt employees) or **Non Worked Hours** (nonexempt employees) and use the **COVID-19: NYS Quarantine (Non Work)** or **if sick use COVID-19: Employee Illness (Non Work)** reason. You will be able to charge a maximum of 14 calendar days

based on your regularly scheduled work hours. This leave is not deducted from any accrued PTO Sick and **ALL** employees are eligible whether they accrue PTO or not.

For example: If you are scheduled to work Monday through Friday 7.5 hours each day, you will charge a total of 75 hours or 10 days of Non Worked (Time/Hours). If you are scheduled to work Monday, Wednesday, Friday 4 hours each day, you will charge 24 hours for the 14 day period to Non Worked (Time/Hours).