

Current as of April 1, 2020

Question 13: Can employees use the Company-provided COVID-19 Paid Absence in less than full day increments?

Yes. COVID-19 Paid Absence can be used in the same increments as sick leave is allowed in the applicable collective bargaining agreements.

Question 14: How do I record my time if I have met the conditions and my leader approves use of the allowance for the Company-provided COVID-19 Paid Absence?

If you have met the conditions and your leader has so approved, use the appropriate code below when populating your timesheet for days you are unable to work due to eligible reasons for COVID-19 Paid Absence:

- “COVID-19 – Self-Illness/Quarantine” for your own COVID-19-related illness or quarantine.
- “COVID-19 – Family Care” for taking care of a family member with a COVID-19-related illness/quarantine, or necessary childcare due to COVID-19

Note: These codes will be not be available for entry in the system until April 6. Once available, they can be used for any approved COVID-19 absences up to the 80 hours starting April 1.