

## HOW LEAVE SHOULD BE ADMINISTERED WITHIN THE WORKPLACE DUE TO CORONAVIRUS (COVID-19)

This information helps supervisors and managers navigate leave administration related to novel coronavirus (COVID-19). We hope this resource helps you make sound decisions in the workplace. This guidance applies to general government employers. Higher education employers may choose to follow this guidance.

*Please note: We will adjust these guidelines as we learn more about the spread and impacts of the virus. Each situation is very case specific and should be handled case-by-case. This document is intended to serve as a guide to assist supervisors and managers, be sure to check with your local human resources for additional information.*

Scenarios when telework is not an option after giving careful consideration of telework options	Sick Leave	Vacation Leave	Shared Leave	Leave without Pay	No loss in Pay for up to 14 days
Employee tests positive for COVID-19	✓	✓	✓	✓	✗
Employee has a fever, cough or shortness of breath you should send them home.	✓	✓	Work with your local HR to determine	✓	✗
Employee is caring for sick household member who has been diagnosed with COVID-19	✓	✓	✓	✓	✗
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 and is otherwise healthy, not showing symptoms	✗	✓	✗	✓	✗
Schools are closed and worker has no care available for kids.	✓	✓	✗	✓	✗

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Employee is at high or medium risk as described by <a href="#">CDC risk assessment flow chart</a> and is required to self-quarantine but is otherwise healthy, not showing symptoms.			Work with your local HR to determine		
Employee fears congregate areas and refuses to come to work (self-distancing). This includes employees who are at “higher risk” of getting sick from COVID-19, in accordance with <a href="#">CDC guidelines</a> .		Work with your local HR office to determine			

- Personal holiday, compensatory time and exchange time would be administered the same in any normal circumstance.
- For questions related to the different scenarios that explain UI, PFML and LNI follow this link: <https://esdorchardstorage.blob.core.windows.net/esdwa/Default/ESDWAGOV/newsroom/COVID-19/covid-19-scenarios-and-benefits.pdf>
- For specific information related to UI the following link provides contact information and how to apply for benefits: <https://esd.wa.gov/unemployment>