

## Supervisor's Guide to Approving Public Emergency Paid Sick Time (PEPST)

Effective April 1, 2020 the following paid sick time and leave policies will take effect in accordance with the Families First Coronavirus Response Act (FFCRA). These policies are temporary and will expire on December 31, 2020, or as otherwise dictated by law.

**Public Emergency Paid Sick Time (PEPST)** - NAU will provide all employees up to 2-weeks (up to 80 hours) of paid sick time.

- Fulltime employees (including faculty, appointed staff and post-doctoral scholars) will receive up to 80 hours.
- **Part-time employees (including part time faculty, part time temporary employees, graduate students and student employees) will receive prorated number of hours.**
- Sick time pay under the act is limited to \$5,111 for qualifying reasons 1, 2, 3 which relate to an employee's restrictions or illness due to COVID-19 and \$2,000 for qualifying reasons 4 and 5 for providing care for another person or your child due to school or child care closure.

***To be eligible for PEPST an employee must be currently scheduled to work and the employee and must be unable to work or telework for one of the qualifying reasons described below.***

**Public Health Emergency Leave (Child Care/School Closures) – New Family Medical Leave Reason (FMLA)** - All employees who have worked for NAU for at least the preceding 30 days are eligible to use up to 12 weeks of their overall FMLA entitlement if they are unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. Although FMLA is normally entirely unpaid, a portion of the leave for this new reason is paid:

- First 10 work days of this leave is unpaid, but employees may use other paid time off benefits such as accrued sick, vacation and compensatory time along with the 2 weeks of paid sick time provided under the PEPST Act.
- If approved, an employee may also receive up to 10 weeks of paid leave at 66 2/3 of their regular rate of pay.

You can find more information including Frequently Asked Questions on the [Public Emergency Paid Sick Time and Leave](#) web page.

### Qualifying Reasons for Approving Public Emergency Paid Sick Time (PEPST).

To be eligible for PEPST an employee must be unable to work or telework for one of the qualifying reasons described below. Employees are not eligible for the PEPST if there is no work available for them to do either on campus or through the telework option.

**To be eligible for PEPST an employee must be scheduled to work and the employee and must be unable to work or telework for one of the qualifying reasons described below.**

NAU encourages supervisors to work with employees to find telework whenever possible. An employee is considered able to telework if: (a) the department has work for the employee to perform; (b) the department permits the employee to perform that work from home and (c) there are no extenuating circumstances such as serious COVID-19 symptoms, that may prevent the employee from performing that work.

An employee's PEPST benefit may be used for the combination of all the qualifying reasons discussed below:

**Reason 1: The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.**

An employee is eligible to take PEPST, if the employee has work but is unable to work or telework because they are required to comply with a quarantine or isolation order.

NAU employees are not subject to the State of AZ 'Stay Home, Stay Healthy and Stay Connected' Order because under the order universities are considered essential businesses. This means that being subject to the State of AZ 'Stay Home, Stay Healthy and Stay Connected' order does not qualify employees for PEPST under reason 1.

**Reason 2: The employee has been advised by a health care provider to self-quarantine related to COVID-19.**

An employee is eligible for PEPST if a **health care provider directs or advises them to stay home** or otherwise self-quarantine because the health care provider believes that they may have COVID-19 or are particularly vulnerable to COVID-19, and the advice to self-quarantine prevents the employee from otherwise working (or teleworking).

***An employee may not take PEPST if they decide to self-quarantine for an illness without medical advice, even if they have COVID-19 symptoms.***

*Medical Documentation*

In order to request PEST for this reason, the form will ask the employee for the name of the provider and the date the provider advised to the employee to quarantine. Although medical documentation will not be requested at that time, NAU reserves the right to request medical documentation. In addition, because the employee is requesting to use PEPST for their own health condition, NAU will need to approve the employee's return to work.

**Reason 3: The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.**

An employee is eligible to take PEPST, if they are experiencing COVID-19 symptoms and are seeking a medical diagnosis. Symptoms can be a fever, dry cough, shortness of breath, or other [COVID-19 symptoms](#) identified by the U.S. Centers for Disease Control and Prevention (CDC).

An employee is also eligible to take PEPST if they exhibit COVID-19 symptoms and seek medical advice but are told that they do not meet the criteria for testing and are advised to self-quarantine.

***An employee may not take PEPST if they decide to self-quarantine for an illness without seeking a medical diagnosis, even if they have COVID-19 symptoms.***

*Medical Documentation*

In order to request PEST for this reason, the form will ask the employee for the name of the provider and the date the provider advised to the employee to quarantine. Although medical documentation will not be requested at that time, NAU reserves the right to request medical documentation. In addition, because the

employee is requesting to use PEPST for their own health condition, NAU will need to approve the employee's return to work.

**Reason 4: The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).**

An employee is eligible to take PEPST, if they are required to care for an individual who is unable to care for themselves and depends on the employee for care. The individual needs care because they:

- are subject to a quarantine or isolation order.
- have been advised by a healthy care provider that the individual stay home or otherwise quarantine themselves because they may have COVID-19 or are particularly vulnerable to COVID-19

In addition, providing the individual the needed care prevents the employee from working or teleworking.

The individual being cared for must be an immediate family member, roommate, or a similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if they were self-quarantined or were quarantined.

**Reason 5: The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.**

An employee is eligible to take PEPST, to care for their child/ren only when the employee needs to, and actually is, caring for the child/ren.

*Generally, an employee does not need to take such leave if another suitable individual—such as a co-parent, co-guardian, or the usual child care provider—is available to provide the care the employee's child needs. In addition, providing care for the child/ren prevents the employee from working or teleworking.*

The employee can take PEPST intermittently. Supervisors are encouraged to work with employees on flexible schedules and telework options. For example, the employee and supervisor may agree to a flex schedule for teleworking from 7am – 10am and 5pm – 7pm working a total of 5 hours and taking 3 hours of PEPST.

**Reason 6: The employee is are experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.**

This reason is currently not available as we are waiting on guidance from the Department of Labor.

## How to Approve the Request for the Public Emergency Paid Sick Time (PEPST)

Employees will **not** use the normal timesheet process to request the PEPST due to the nature and individualized tracking that is required for this emergency leave.

- A separate OnBase online form is available for employees to complete. The link to the form can be found on the [Public Emergency Paid Sick Time and Leave](#) web page.
- Once completed, the form will route to the supervisor for approval. Once approved, the form will route to the HR/Payroll team for manual entry and processing. It will be the same form for all employee types, including students, part-time faculty, temps and GA's.
- If an employee is unable to complete the form, the supervisor may complete it on the employee's behalf with an indication they have been in contact with the employee.

- Once the employee submits the form, their supervisor will receive an email with a link to the form so that the supervisor can approve the employee's request. The employee will also receive an email after final approval by the Payroll team.
- The forms may be denied if they are submitted and do not meet one of the Qualifying Reasons outlined.
- Employees should continue to use their normal sick or vacation accruals in accordance with NAU Policy for other time away from work.