



Leave Options Related to COVID

Expanded Leave (Work from Home)	FFCRA (self) leave <i>Provides up to 80 hours of paid sick leave for employees who are unable to work, including work from home, due to COVID-19 related reasons.</i>	FFCRA -(other) childcare leave <i>Expands the federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work from home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center</i>
Work from home	Not working while on leave	Used for Childcare issues or care of a family member with COVID
No SL, PL, or AL is charged	No SL, PL, or AL is charged	No SL, PL, or AL is charged
Capped at 10 days (max of 80 hours) total	Capped at 10 days (max of 80 hours) total	Capped at 12 weeks leave. Can use the leave 1-2 weeks at a time or in one 12-week stretch. CPS will not approve intermittent leave.
Pay at 100%	Pay at 100%	Pays 66% or up to a max of \$200/day
An option for only those employees that have the ability, resources, and approval to work from home to get their essential job duties completed	Must apply for this leave on the Employee Online website	Must apply for this leave on the Employee Online website
Timekeeper/Supervisor: Track days that the employee works from home (max =10 days TOTAL) On spreadsheet that is KEPT at the school.	Timekeeper/Supervisor: Mark SL in Absence Management until COVID-self is approved. Once leave has been approved then change leave days to COVID-self from SL with a payroll web correction from.	Timekeeper/Supervisor: Mark as COVID-other in Absence Management. If that is not approved then the leave will need to be changed to SL, PL, AL, LWOP or COVID-self depending on notice from Benefits.

Effective only in the time period those students are working 100% remote.

Expanded Leave Option: *Work fom Home*

In COVID quarantine,
but able to work

Have COVID but no
symptoms, able to
work

Experiencing COVID-
like symptoms but
able to work

Examples:
-travel to restricted state
-exposure to the virus

What's required to return to work?
Expiration of the term of quarantine
-OR -
Negative COVID test

May spill over into FFCRA (self) leave if more than ten days are needed

What's required to return to work?
Return to work clearance -- letter from health care provider with a return to work date

Examples:
Sore throat,
Nasal decogestion,
Difficulty breathing,
Fever

What's required to return to work?
Employee determines ability to return

COVID Leave Options FAQs:

1. Is “Work from Home” only an option during remote learning?

Yes.

2. Where is CPS collecting data about which employees are working from home?

A spreadsheet link is being emailed out to all Administrators and Support Staff to document who has been approved to use the “Work from Home” option each day

3. How are buildings/departments tracking that each person is using a maximum of ten “Work from Home” days?

A spreadsheet is being distributed to all Administrators and Support Staff to track “Work from Home” usage for each of their employees.

4. How flexible/inflexible should Administrators be in allowing the use of “Work from Home”?

Use professional judgment

Ensure the employee has a proven track record of that they’ve effectively worked from home

5. What if an employee working from home is not working?

Encourage them to apply for FFCRA leave and/or let them know they will face disciplinary action if they are not completing their job

No longer allow them to work from home

6. Can an Administrator put an employee on the “Work from Home” option if they suspect them to be ill?

They can send the employee home but not require them to work from home.

Administrator can *encourage* them to work from home until issue is resolved

For Supervisors — Recording Employee Time for FFCRA

The Families First Coronavirus Response Act (FFCRA) assists employees who are impacted by COVID-19. The [FFCRA includes two forms of paid leave for employees](#) who are unable to work due to a COVID-19 related reason. The time for CPS employees who are unable to work due to a COVID-19 related reason, and have been approved for a FFCRA leave through the Benefits Section, will fall under one of the following two leave types:

- FFCRA — Other (Expanded Family and Medical Leave): Expands the federal Family and Medical Leave Act to provide leave for employees who are unable to work, including work-from-home, as a result of having to care for a minor child due to a COVID-19 related closure of a school or childcare center.
- FFCRA — Self (Emergency Paid Sick Leave): Provides up to 80 hours (10 days) of paid sick leave for employees who are unable to work, including work from home, due to COVID-19 related reasons.

[Click here for a guide on how to submit timecards](#) and [click here for AESOP entries](#) for employees on an approved FFCRA leave.

FFCRA Leave Process

