

**Frequently Asked Questions & Answers for Wisconsin State Employees
Regarding the Coronavirus (COVID-19) Pandemic**

This document contains answers to frequently asked questions for state employees and was prepared by the Wisconsin Department of Administration in collaboration with the Wisconsin Department of Health Services. Responses below are in accordance with applicable collective bargaining agreements or state administrative code. If you have additional questions, please ask your supervisor.

The Departments of Corrections, Health Services, and Veterans Affairs may issue additional requirements for their employees, residents, and visitors of congregate living facilities. Additionally, any agency may issue additional requirements, if necessary, to comply with federal regulations. All agency rules or guidance require approval by the Division of Personnel Management Administrator prior to implementation

Section C: Use of Sick Leave and Family & Medical Leave Act (FMLA) Leave			
Use of sick leave or FMLA-qualifying leave will be administered in accordance with existing labor agreements and state administrative code, unless application of leave provisions are modified by Executive Order of the Governor or the federal government.			
	1.	Is pandemic influenza or COVID-19 an FMLA qualifying condition and will I be able to use FMLA leave?	While influenza is generally not covered by FMLA, complications arising from influenza or COVID-19 may qualify for FMLA leave in relation to the employee's own illness or the illness of a qualifying family member. The usual medical documentation may be required.
Updated 04/20/2021	2.	What if my children's school or day care provider is closed and I have no one else to take care of the kids?	Employees may request to use vacation, personal holiday, comp time, or leave without pay. Employees should contact their agency payroll office regarding the possible consequences of using leave without pay.
Updated 4/20/2020	3.	What if members of my family are sick?	Use of sick leave, FMLA leave, or other discretionary leave will be administered in accordance with applicable labor agreements and state administrative code.
	4.	What if members of my family who <i>do not</i> live in the same household as me are sick? May I stay home to care for them?	Use of sick leave, FMLA leave, or other discretionary leave will be administered in accordance with applicable labor agreements and state administrative code. Use of discretionary leave may be limited.