

Employee Guide to Paid Leave Available due to COVID-19 Absences



This guide provides information on paid leave benefits that are available to you if you are unable to work (or telework) due to an absence related to the COVID-19 pandemic. There are several new paid leave options available to you to help support you during this unprecedented time.

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Federal Emergency Paid Sick Leave

Effective April 1, 2020, **eligible employees who are unable to work (or telework)** may use up to 80 hours total (prorated if part-time) of Federal Emergency Paid Sick Leave. Eligibility for this leave is based on the reason for the absence and your employment type.

Federal Emergency Paid Sick Leave Benefits						
Reason for Absence	Eligibility			Rate of Pay	Able to Supplement Pay Received	STAR HCM Code for Timesheet ¹
	Healthcare Providers & Emergency Responders as Defined by Agency	Elected Officials	All Other State Employees			
You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	No	No	Yes	Regular rate of pay up to \$511/day (\$5,110 in total)	No - if your regular earnings exceed \$511/day, you can NOT supplement earnings with state leave available	COVF1 (COVID-Fed Sick Leave Self)
You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19	Yes	No	Yes			
You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	Yes	No	Yes			
You are a non-essential employee who was directed by your agency to not report to work and telework is not available	No	No	Yes			
You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	No	No	Yes	2/3 of regular pay, up to \$200/day (\$2,000 in total)	Yes – can use state leave available (sick leave ² , vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings	COVF4 (Fed Sick Leave Child/Fam)
You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	No	No	Yes			
You need to care for a son or daughter ³ if the school ⁴ or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	No	No	Yes			

¹ These timesheet codes are automatically available for all employees except healthcare workers and emergency responders. If you are a healthcare worker or emergency responder and will be using this leave for your own illness, please see the request process at the end of this document. Once your request is authorized by your agency, the code will be available to you.

² As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities. This change will expire March 7, 2021 when the current emergency rule expires.

³ Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is used

⁴ School means an elementary or secondary school

Emergency Family and Medical Leave Act (FMLA) Expansion

Effective April 1, 2020, FMLA was temporarily expanded in scope to provide **up to 12 weeks** of expanded FMLA that may be unpaid the first two weeks and **partially paid** for any remaining eligible weeks for employees **who are unable to work (or telework)** in order to care for a son or daughter⁵ whose school⁶ or daycare has closed due to the COVID-19 pandemic. Please note that this is not an additional 12 weeks of FMLA – this just expands the reason that an employee can use FMLA.

The following employees are NOT eligible for the Emergency FMLA Expansion:

- Employees who have worked less than 30 days
- Healthcare providers and emergency responders as defined by their agency
- Elected officials and their high-level appointees who are normally excluded from FMLA

All other state employees who have **worked for at least 30 days** are eligible for these provisions.

Emergency Family and Medical Leave Act (FMLA) Expansion			
Benefits Available	Rate of Pay	Able to Supplement Pay Received or Substitute Other Leave?	STAR HCM Absence Type
First 2 weeks of expanded FMLA is unpaid	Unpaid Leave	Yes – can use Federal Emergency Paid Sick Leave benefits (2/3 of regular pay, up to \$200/day) and supplement earnings with state leave available. Note: Not required to use Federal Emergency Paid Sick Leave during this 2-week period. You can also substitute available state leave.	Absence Name = Family Leave Act Absence Reason = Covid Unpaid EFMLA
Weeks 3 through 12 of expanded FMLA are partially paid	2/3 of regular rate of pay, up to \$200/day (\$10,000 in total)	Yes – can substitute with state paid leave available Note: Leave substitution is not leave supplementation, as is allowed for employees using Emergency Paid Sick Leave at 2/3rd pay. Leave substitution replaces the EFMLA hours with personal leave at full pay and is not used to “top-off” paid EFMLA.	Absence Name = COVID-Fed Paid EFMLA Absence Reason = Covid EFMLA – Child Care When substituting with state paid leave: Absence Name = Family Leave Act Absence Reason = Covid Paid EFMLA Substitution

⁵ Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence

⁶ School means an elementary or secondary school

State Paid Administrative Leave

State Paid Administrative Leave was available to eligible employees from March 15 to May 11, 2020. This leave is no longer available for use for absences as of May 12, 2020, due to the expiration of Executive Order #72 – the declaration of the public health emergency due to the COVID-19 pandemic.

The following employee types were **NOT eligible** for State Paid Administrative Leave:

- Employees who are covered for the same reason under the Federal Emergency Paid Sick Leave or Expanded FMLA provisions
- Employees who are determined by the employer to be capable of telework and are physically capable of working
- Elected officials
- Employees denied leave due to operational necessity
- State Patrol Troopers and Inspectors in the represented public safety bargaining unit unless an agreement is reached with the union to be covered under this administrative leave program.

From April 1 – May 11, 2020, eligible employees who were unable to work (or telework), were also eligible for the following State Administrative Leave Benefits.

State Paid Administrative Leave Benefits			
Reason for Absence	When is State Paid Administrative Leave Available?	Benefit Available	STAR HCM Code for Timesheet ⁷
You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	Up to 80 hours (prorated if part-time) of State Paid Administrative leave at your regular rate of pay	COVS2
You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19			
You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work			
You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order)	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	<p><i>Note: If you used State Paid Administrative leave from March 15 – 31, 2020, only the remaining hours are available to you.</i></p> <p><i>This leave is no longer available for use for absences as of May 12, 2020.</i></p>	COVS3
You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.			
You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions			
You are a non-essential employee who was directed by your agency to not report to work and telework is not available	After Federal Emergency Paid Sick Leave is exhausted		COVN1

⁷ These timesheet codes were only available for entry by your supervisor or payroll staff for absences dated March 28 – May 11, 2020. Please contact your supervisor or payroll staff to enter these codes on your timesheet for you.

Leave Types Available Based on Reason for Absence Examples

Below are leave types that are available if you are **unable to work or telework** and **you are an employee who is eligible for the specific leave type** (see eligibility requirements earlier in the document).

Scenario 1: I am an Elected Official. What benefits are available to me if I have COVID-19 related absence?

You are not eligible for any additional leave benefits.

Scenario 2: I am a healthcare provider or emergency responder as defined by my agency. What benefits are available to me if I have a COVID-19 related absence?

Reason for Absence	Leave Benefits Available
Personal illness: <ul style="list-style-type: none"> You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 	<ul style="list-style-type: none"> As of April 1, 2020, up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time) at your regular rate of pay, up to \$511/day Any available state leave (sick leave, vacation, personal holiday, sabbatical, earned legal holiday, comp time) <p>Note: <i>Not eligible for State Paid Administrative Leave</i></p>
Need to care for someone else: <ul style="list-style-type: none"> You need to care for someone else who is quarantined You need to care for a child due to a school or daycare closure 	You must follow normal leave request procedures and if approved, may use any available state leave (sick leave*, vacation, personal holiday, sabbatical, earned legal holiday, comp time) <p>Note: <i>In exceptional situations, Federal Emergency Paid Sick Leave and expanded FMLA provisions may be available.</i></p>

Scenario 3: You have been advised by a health care provider to self-quarantine

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
Any available state leave: <ul style="list-style-type: none"> Sick Leave Vacation Personal Holiday Sabbatical Earned Legal Holiday Comp Time 	Regular rate of pay	<ul style="list-style-type: none"> Available for immediate use Can use in lieu of Federal Emergency Paid Sick Leave
For absences from March 15 – May 11, 2020 , up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	<p>Can use for absences from March 15 – May 11, 2020, once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</p> <p>Note: <i>This leave is NOT available to elected officials, healthcare providers and emergency responders.</i></p>

Scenario 4: You are sick and have COVID-19, or you are experiencing flu-like and/or COVID-19 symptoms, and are seeking a diagnosis for COVID-19

Note: This also applies to employees who are sent home or told not to report due to the above symptoms.

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
Any available state leave: <ul style="list-style-type: none"> • Sick Leave • Vacation • Personal Holiday • Sabbatical • Earned Legal Holiday • Comp Time 	Regular rate of pay	<ul style="list-style-type: none"> • Available for immediate use • Can use in lieu of Federal Emergency Paid Sick Leave
For absences from March 15 – May 11, 2020 , up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	<p>Can use for absences from March 15 – May 11, 2020, once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted</p> <p>Note: This leave is NOT available to elected officials, healthcare providers and emergency responders.</p>

Note: Scenarios 5 - 7 on the following pages do NOT apply to Elected Officials, Healthcare Providers or Emergency Responders

Scenario 5: You need to care for an individual ordered to self-quarantine

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	2/3 rate of pay, up to \$200/day	Available for immediate use as of April 1, 2020 Note: can use available state leave to supplement earnings, up to 100% of regular earnings
Any available state leave: <ul style="list-style-type: none"> • Sick Leave • Vacation • Personal Holiday • Sabbatical • Earned Legal Holiday • Comp Time 	Regular rate of pay	<ul style="list-style-type: none"> • Available for immediate use • Can use in lieu of Federal Emergency Paid Sick Leave
For absences from March 15 – May 11, 2020 , up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Can use for absences from March 15 – May 11, 2020 , once leave under Federal Emergency Paid Sick Leave and available state leave is exhausted

Scenario 6: You need to care for a son or daughter because of a school or daycare closure (on either a part-time or full-time basis)

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	2/3 rate of pay, up to \$200/day	Available for immediate use as of April 1, 2020 Note: can use available state leave to supplement earnings, up to 100% of regular earnings
Any available state leave: <ul style="list-style-type: none"> Sick Leave Vacation Personal Holiday Sabbatical Earned Legal Holiday Comp Time 	Regular rate of pay	<ul style="list-style-type: none"> Can use to supplement pay received under Federal Emergency Paid Sick Leave provision Can use in lieu of Federal Emergency Paid Sick Leave Can use to substitute paid Federal Expanded FMLA Can use once no longer covered by Federal Expanded FMLA
If employed for at least 30 days , eligible for up to 12 weeks of Federal Expanded FMLA	<ul style="list-style-type: none"> First 2 weeks unpaid but can use Federal Emergency Paid Sick Leave and available state leave during this period (as noted above) Starting at week 3 of expanded FMLA leave, receive 2/3 rate of pay, up to \$200/day. 	Paid FMLA available after first 2 weeks of expanded FMLA Note: can use available state leave at regular rate of pay to substitute paid Federal Expanded FMLA leave
For absences from March 15 – May 11, 2020 , up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Can use for absences from March 15 – May 11, 2020 , once leave under Federal Emergency Paid Sick Leave, Federal Expanded FMLA, and available state leave is exhausted

Note: If you are working part-time, you can use the paid leave available referenced above for the hours in which you are unable to work. Once covered by expanded FMLA, you can receive 2/3 rate of pay (up to \$200/day) for your non-working hours. The duration of expanded FMLA will be based on hours used (for example, if usually work full-time and you use 20 hours of expanded FMLA and telecommute 20 hours during the week, that will count as half a week of expanded FMLA used).

Scenario 7: There is no telework available to you (or not enough telework to work your full schedule) and you are unable to access your work location due to agency direction.

Paid Leave Available	Rate of Pay	When to Use
Up to 80 hours of Federal Emergency Paid Sick Leave (prorated if part-time)	Regular rate of pay, up to \$511/day	Available for immediate use as of April 1, 2020
For absences from March 15 – May 11, 2020 , up to 80 hours of State Paid Administrative Leave (prorated if part-time)	Regular rate of pay	Can use for absences from March 15 – May 11, 2020 , once Federal Emergency Paid Sick Leave is exhausted
Any available state leave: <ul style="list-style-type: none"> Vacation Personal Holiday Sabbatical Earned Legal Holiday Comp Time Note: Not eligible to use Sick Leave	Regular rate of pay	Not required to be used prior to Federal Emergency Paid Sick Leave or State Paid Administrative Leave (for period in which it was available)

Note: If you are only able to telework part-time, you can use the above leave for the hours that you are unable to telework.

Additional Information

How to Request Federal Emergency Paid Sick Leave or Expanded FMLA

The Department of Labor (DOL) requires the employer to collect documentation of the request. If you need to use this leave, contact your local HR representative for the applicable request form.

How to Request State Paid Administrative Leave

This leave was available for absences from March 15 – May 11, 2020. This leave can no longer be used for absences starting May 12, 2020. Employees were no longer able to enter this type of leave on their timesheet for absences starting March 29, 2020. Only an employee's supervisor or agency payroll staff could enter the leave on behalf of the employee. As a reminder, this leave was only available for use after all other Federal Emergency Paid Leave, paid expanded FMLA (if taking leave for childcare purposes), and state leave was used.

Note: *Non-essential employees who did not have any or enough telework available could use this leave BEFORE using their state leave. See [Scenario 7](#) for more information.*

How to Enter Federal Emergency Paid Sick Leave and Expanded FMLA in STAR

See the [Employee Self Service COVID-19 Leave Entry Job aid](#) for details. Healthcare Providers and Emergency Responders should review the [Employee Self-Service COVID-19 Leave Entry Job Aid for Healthcare Providers & Emergency Responders](#) for information.

Supervisors and Managers should review the [COVID-19 Leave Review, Entry and Approval Job Aid](#) for information about how to manage COVID-related leave for their staff.

Use of Annual Leave (Vacation) During First Six Months of Original Probation

Employees typically cannot use their annual leave (vacation) before they have completed the first six months of probation. 2019 Wisconsin Act 185 allowed employees to use their annual leave within their first six months of probation during the public health emergency. Executive Order #72 – the declaration of the public health emergency related to the COVID-19 pandemic was effective March 12 – May 11, 2020. For absences starting May 12, 2020, employees within their first six months of probation are no longer eligible to use their annual leave.

If the employee terminates employment before earning the full amount of leave used, the employer shall deduct the amount of unearned leave from the employee's final pay. Employees within their first 6 months of probation should contact their local payroll office if they want to request use of their annual leave.

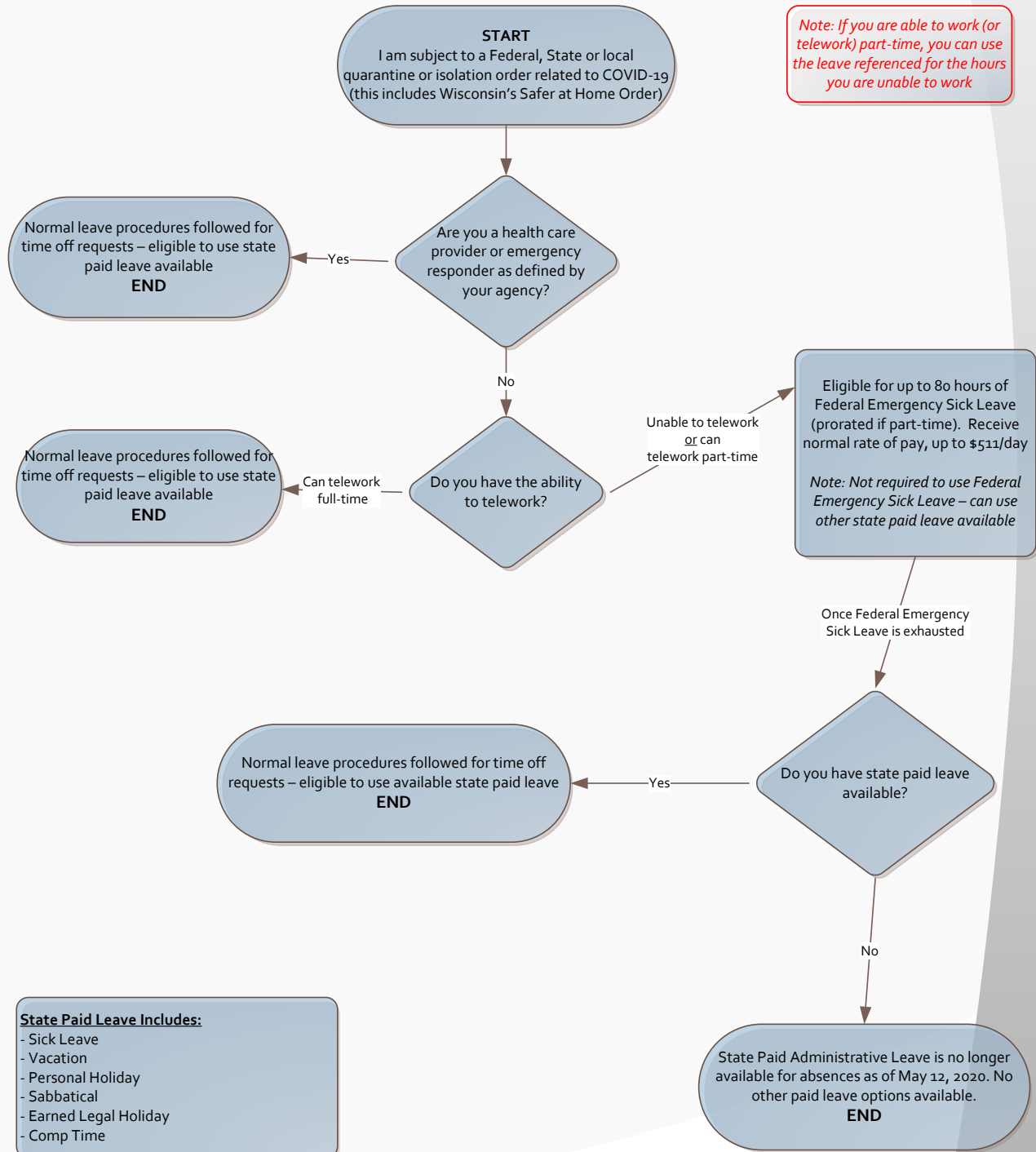
Resources

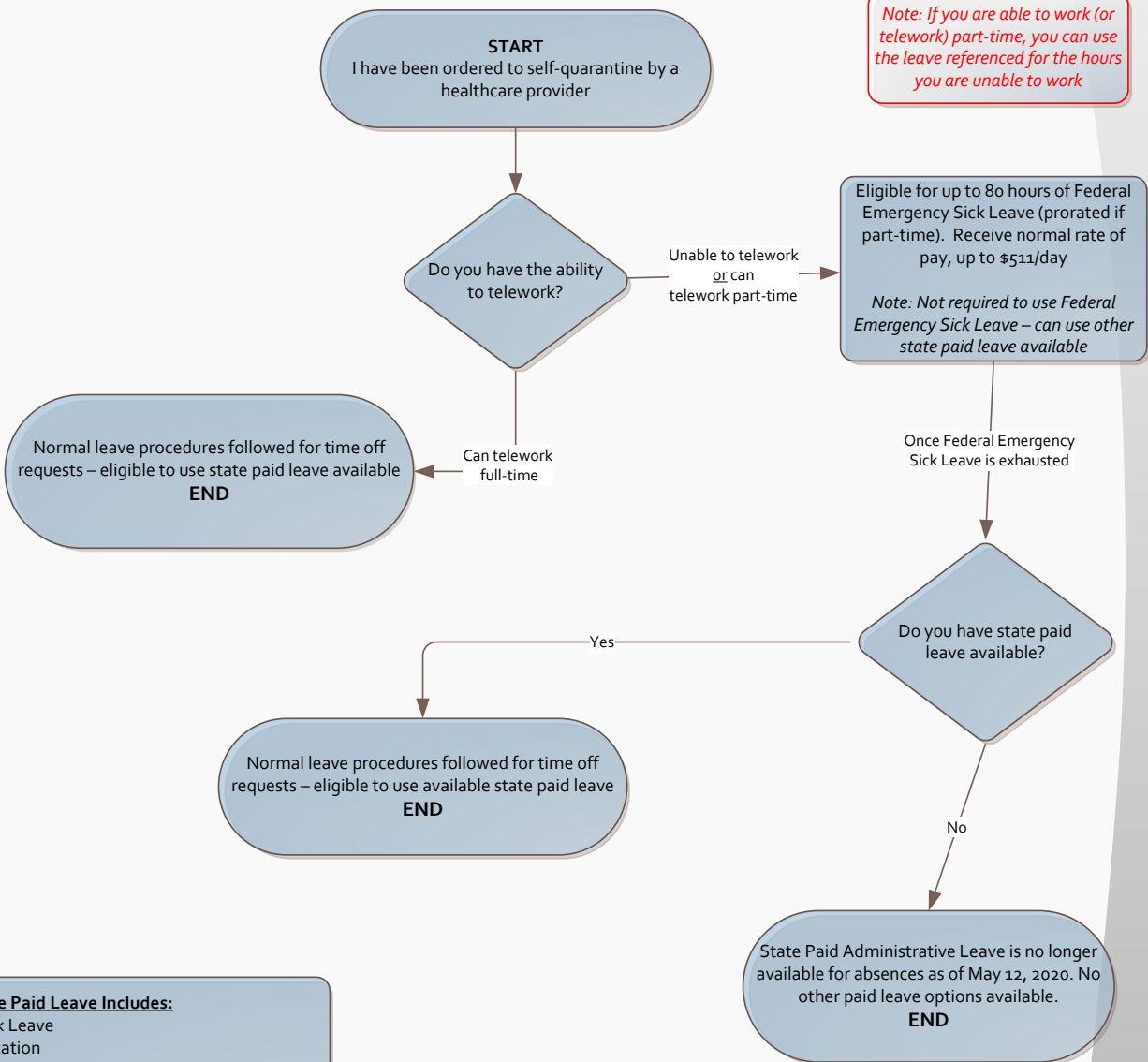
- [Employee Self Service COVID-19 Leave Entry Job Aid](#) (for all except Healthcare Providers & Emergency Responders)
- [Employee Self Service COVID-19 Leave Entry Job Aid for Healthcare Providers & Emergency Responders](#)
- [COVID-19 Leave Review, Entry and Approval Manager Self Service Job Aid](#)
- [COVID-19 Employee Information Webpage](#)
- Families First Coronavirus Response Act: Employee Paid Leave Rights ([English Version](#) / [Spanish Version](#))
- [Mental Health & Well-Being Resources](#)
- [Wisconsin Department of Health Services COVID-19 Webpage](#)
- [Centers for Disease Control and Prevention](#)

Appendix: Leave Scenario Process Flows

Leave Usage: Self-Isolate or Quarantine Order

May 12, 2020





Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work

Eligible for up to 80 hours of Federal Emergency Sick Leave (prorated if part-time). Receive normal rate of pay, up to \$511/day

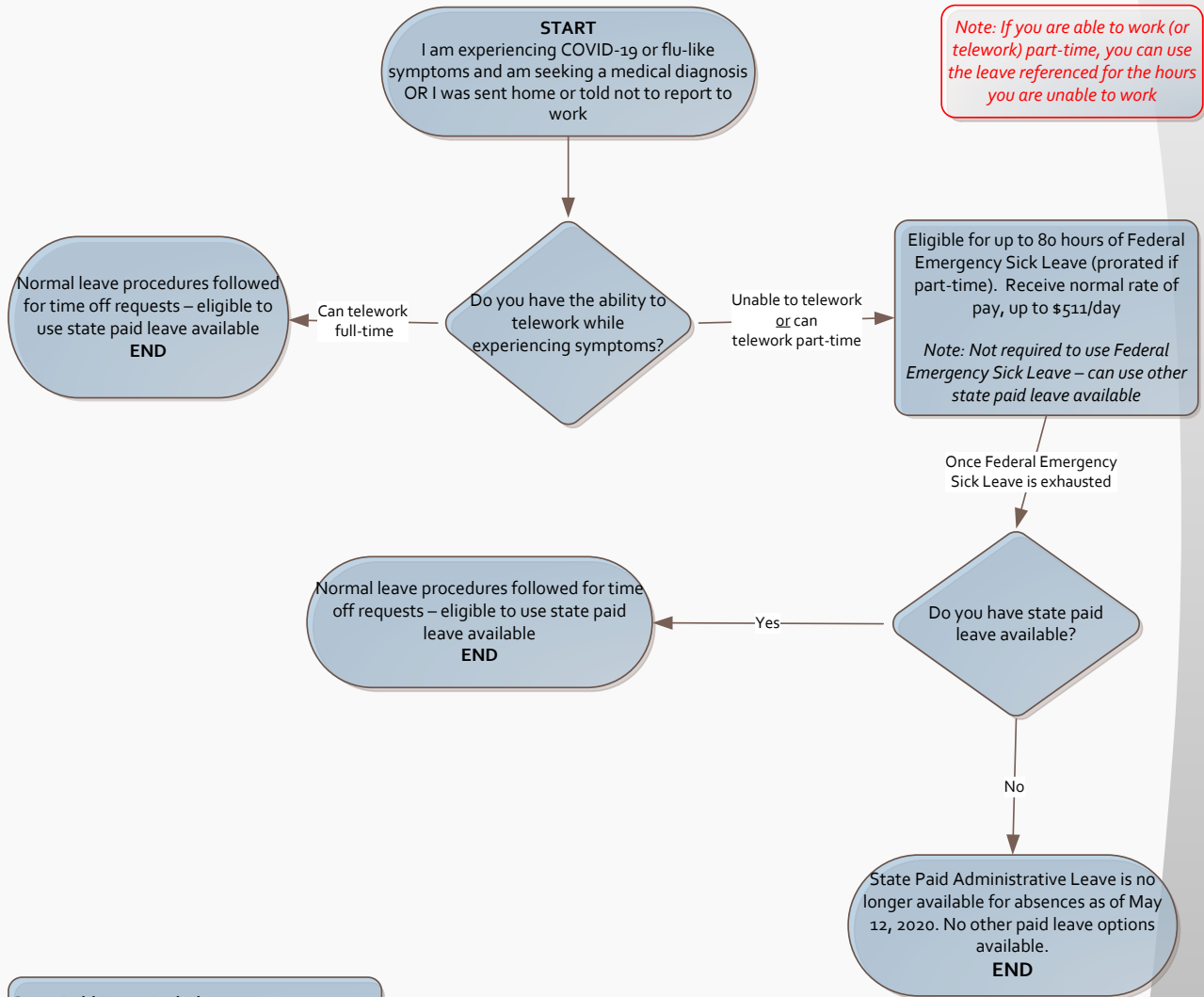
Note: Not required to use Federal Emergency Sick Leave – can use other state paid leave available

Normal leave procedures followed for time off requests – eligible to use state paid leave available
END

Normal leave procedures followed for time off requests – eligible to use available state paid leave
END

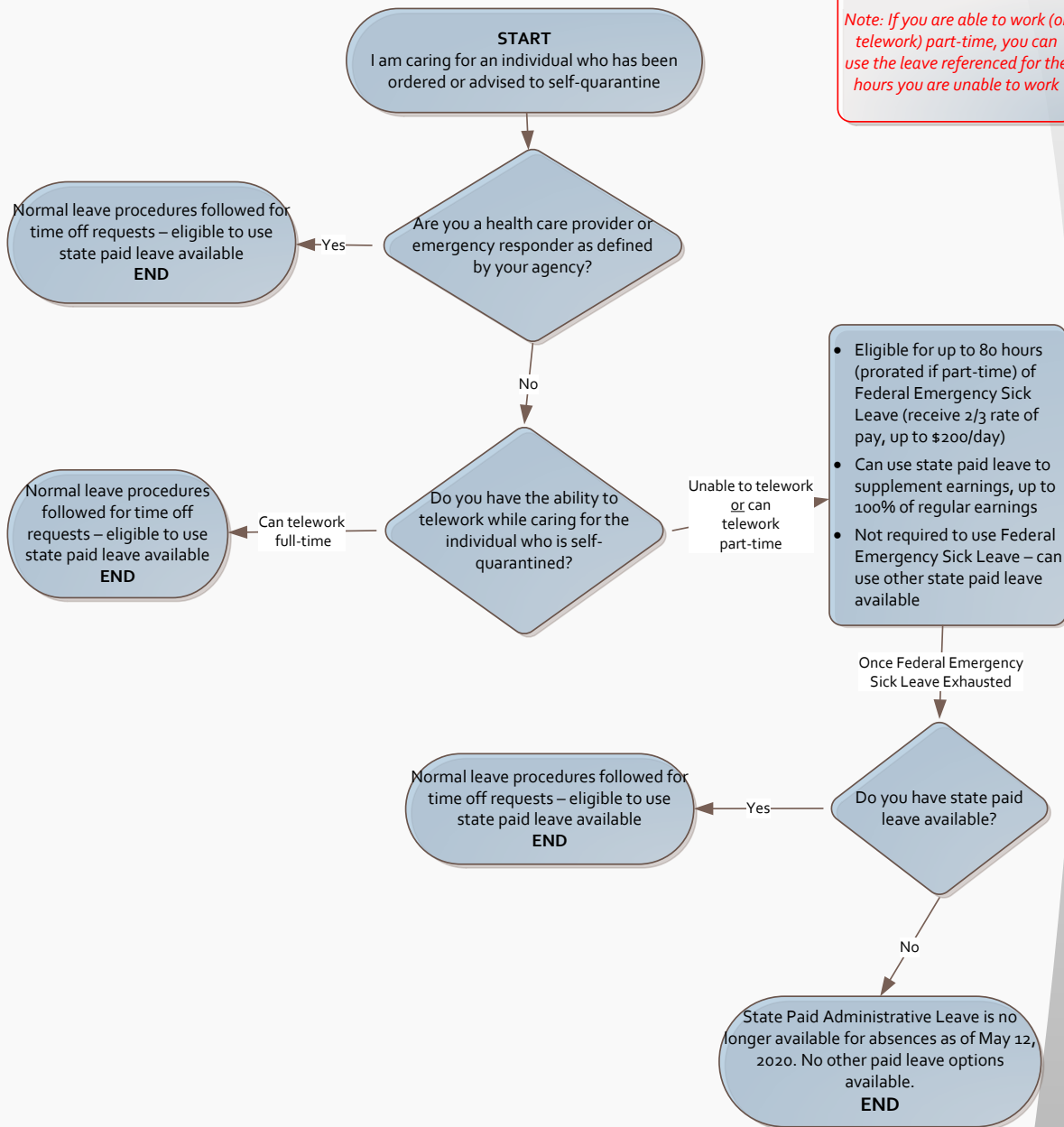
State Paid Administrative Leave is no longer available for absences as of May 12, 2020. No other paid leave options available.
END

- State Paid Leave Includes:**
- Sick Leave
 - Vacation
 - Personal Holiday
 - Sabbatical
 - Earned Legal Holiday
 - Comp Time



State Paid Leave Includes:

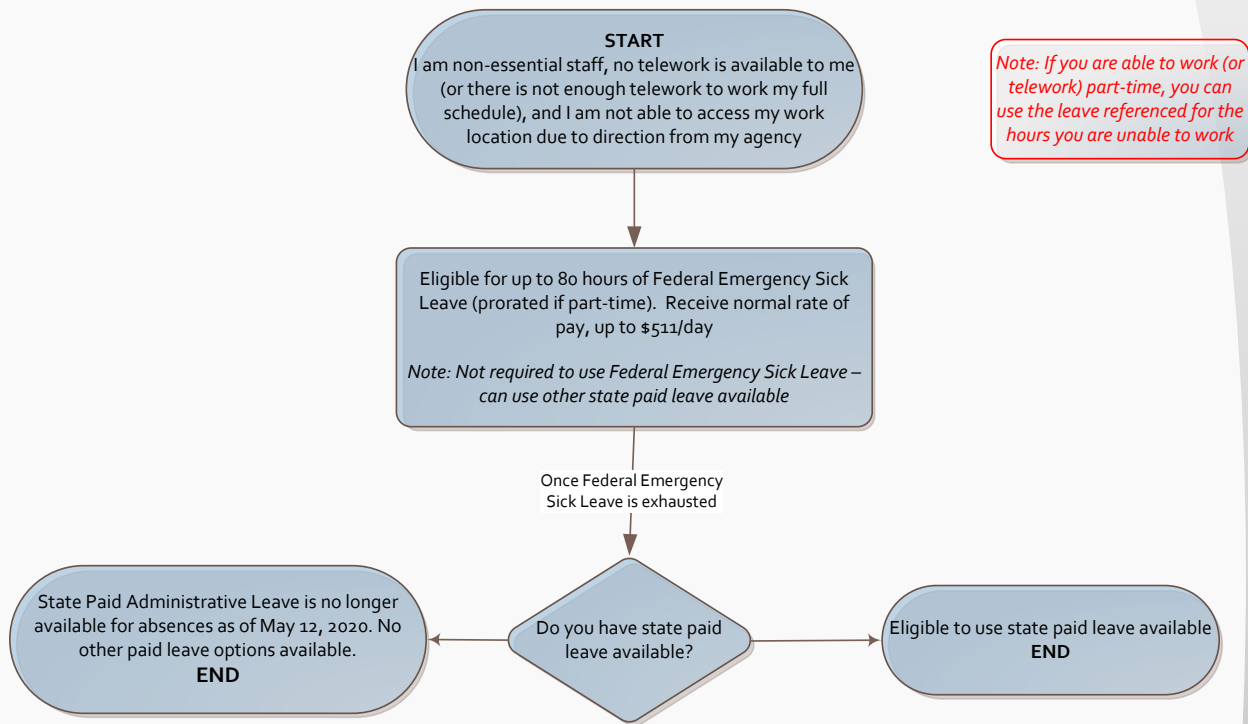
- Sick Leave
- Vacation
- Personal Holiday
- Sabbatical
- Earned Legal Holiday
- Comp Time



Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work

- Eligible for up to 80 hours (prorated if part-time) of Federal Emergency Sick Leave (receive 2/3 rate of pay, up to \$200/day)
- Can use state paid leave to supplement earnings, up to 100% of regular earnings
- Not required to use Federal Emergency Sick Leave – can use other state paid leave available

- State Paid Leave Includes:**
- Sick Leave
 - Vacation
 - Personal Holiday
 - Sabbatical
 - Earned Legal Holiday
 - Comp Time

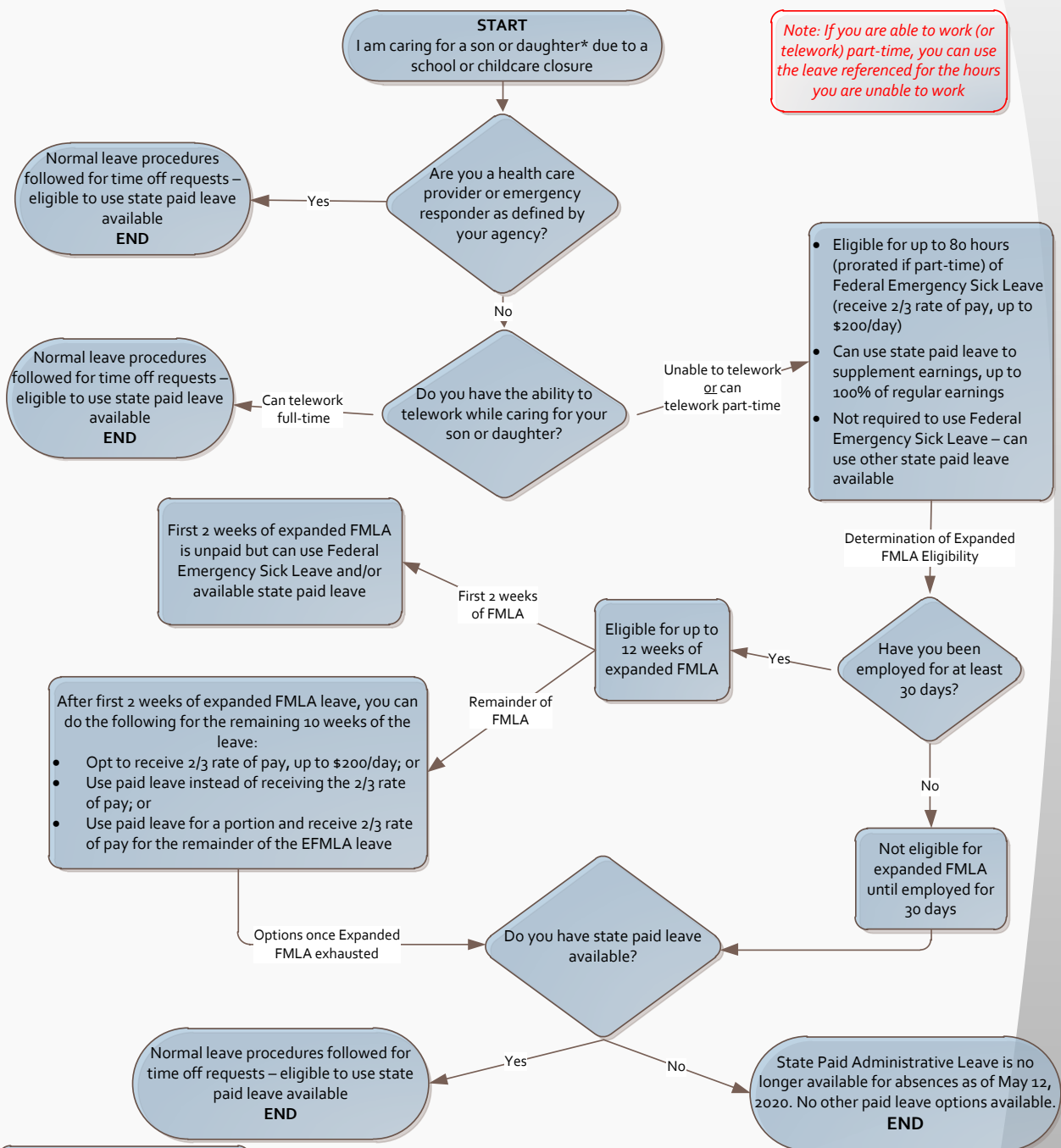


Note: If you are able to work (or telework) part-time, you can use the leave referenced for the hours you are unable to work

State Paid Leave Includes:

- Vacation
- Personal Holiday
- Sabbatical
- Earned Legal Holiday
- Comp Time

Note: Not eligible to use Sick Leave



- State Paid Leave Includes:**
- Sick Leave
 - Vacation
 - Personal Holiday
 - Sabbatical
 - Earned Legal Holiday
 - Comp Time

* Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence