COVID-19 Telework and Leave Options. This chart was designed to provide guidance to State National Guard T32 and T5 (Competitive & Excepted) employees regarding telework and leave options that may be utilized during the COVID-19 outbreak. Be advised, as of this writing, legislation is currently being considered in House Resolution 6201 that may provide more options. If that legislation passes, we will update this guidance to include the new options.

<table>
<thead>
<tr>
<th>If:</th>
<th>Take following action:</th>
<th>Type of Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are asymptomatic but are instructed by a public health</td>
<td>Inform your supervisor of your situation and request telework or weather and safety</td>
<td>Telework, if applicable (see note 3 and 7)</td>
</tr>
<tr>
<td>official to stay home and practice social distancing or are under</td>
<td>leave, whichever is appropriate. Seek medical treatment/diagnosis for COVID-19 as</td>
<td>Weather and safety leave (see note 4 and 10)</td>
</tr>
<tr>
<td>quarantine due to potential exposure to COVID-19</td>
<td>directed. (see note 1).</td>
<td></td>
</tr>
<tr>
<td>You are diagnosed with COVID-19 and are symptomatic.</td>
<td>Inform your supervisor, request leave/paid time off and continue medical treatment</td>
<td>Accrued sick leave</td>
</tr>
<tr>
<td></td>
<td>(see note 1). Teleswork if able, meaning you are still able to successfully perform</td>
<td>Accrued annual leave</td>
</tr>
<tr>
<td></td>
<td>the duties of your position, although you are displaying mild symptoms (see note 6).</td>
<td>Compensatory time</td>
</tr>
<tr>
<td>You would like to voluntarily utilize “social distancing” to</td>
<td>Inform your supervisor and request telework or leave/paid time off.</td>
<td>Travel compensatory time</td>
</tr>
<tr>
<td>reduce your chances of acquiring COVID-19</td>
<td></td>
<td>Credit hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Time Off Awards</td>
</tr>
<tr>
<td>You have a child and schools have been closed because of</td>
<td>Inform your supervisor and request telework or leave/paid time off.</td>
<td></td>
</tr>
<tr>
<td>COVID-19. Your child is not sick, but you cannot find a babysitter.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>You have a minor child/dependent quarantined under the direction</td>
<td>Inform your supervisor and request telework or leave/paid time off.</td>
<td></td>
</tr>
<tr>
<td>of public health authorities due to an exposure to COVID-19.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note 1: Check with your CG Medical Director for guidance on telework.

Note 2: Accrued annual leave must be used within 90 days of leave.

Note 3: Telework requires permission. Contact your Human Resources Branch for approval.

Note 4: Weather and safety leave requires permission. Contact your Human Resources Branch for approval.

Note 5: Credit hours can be accrued for official travel.

Note 6: Telework remains an option for employees with mild symptoms.

Note 7: Credit hours can be spent on official travel and required travel.

Note 8: FMLA Advanced sick leave can be used in cases of injury or illness

Note 9: Travel compensatory time can be used in cases of official travel

Note 10: Compensatory time can be used in cases of required travel

Note 11: Time Off Awards can be used in cases of official travel
## National Guard Coronavirus (COVID-19) Leave and Telework Guidance for Employees As of March 18, 2020

<table>
<thead>
<tr>
<th>If:</th>
<th>Take following action:</th>
<th>Type of Request:</th>
</tr>
</thead>
</table>
| A dependent/family member is sick with COVID-19, and you are the only person available to take care of him or her. | Inform your supervisor and request leave/paid time off.                                | Accrued sick leave (see note 5)  
Accrued annual leave  
Compensatory time  
Travel compensatory time  
Credit hours  
Advanced sick leave  
Advanced annual leave  
Time Off Awards  
Donated leave  
FMLA                                                                |
| You are informed your office/worksite is remaining OPEN and are authorized the use of liberal (unscheduled) leave. | If applicable, inform your supervisor of the intent to use liberal (unscheduled) leave. (see note 2) | Accrued annual leave  
Advanced annual leave  
Accrued sick leave, as appropriate  
Compensatory time  
Travel compensatory time  
Credit hours  
Time Off Awards                                                                |
| You are informed your office/worksite is remaining OPEN with restricted access to only those employees who are considered "Essential" and Mandatory Telework is in place. | If you are telework eligible, then begin teleworking.  
If you are telework ineligible, request weather/safety leave. If applicable, complete telework agreement for future.  
Note: You do not have to be on a telework agreement to telework under this scenario. If there is no work, and you cannot perform work at an alternate work site you are considered telework ineligible and you may request weather/safety leave. | Telework (see note 3, 6, 7, and 8)  
Weather/Safety Leave, if telework ineligible. (see note 9) |
| You are informed your office/worksite is closed and their COOP/pandemic is in place. | If eligible for telework, you are required to telework and are therefore ineligible for weather/safety leave  
Note: You do not have to be on a telework agreement to telework under this scenario. If there is no work, and you cannot perform work at an alternate work site you are considered telework ineligible and you may request weather/safety leave. | Telework (see note 3, 7, 8, and 9)  
Weather/Safety Leave, if there is no work, and you cannot perform work at an alternate work site then you may request weather/safety leave. |
| You are informed your office/worksite is closed and NO COOP/pandemic is in place. | If you are telework ready, begin teleworking.  
If you are found unable to telework or telework ineligible after speaking with your supervisor, you may request weather/safety leave. If applicable, complete telework agreements for future Center closures. | Telework (see note 3, 7, 8, and 9)  
If you are unable to telework after supervisor discussion request weather/safety leave (see note 4 and 9) |
National Guard Coronavirus (COVID-19) Leave and Telework Guidance for Employees As of March 18, 2020

Notes:

(1) Follow Centers for Disease Control and Prevention (CDC) guidance on symptom and exposure criteria.

(2) Leave requests due to concerns of the possibility of exposure are subject to supervisory approval, based on workload and staffing needs.

(3) If applicable, eligible employees may telework for any portion of the workday during which they are not directly engaged in child or dependent care. Employees should deduct any time spent providing direct care of a child, parent or dependent from their total hours worked for the day using leave or other paid time off.
   a. Direct care of a child, parent or dependent is the time spent caring for an individual during which the employee cannot be reasonably expected to perform work (e.g. feeding a child, dressing a parent or child, etc.).

(4) Weather and safety leave regulations are in 5 CFR part 630, subpart P.

(5) An employee whose dependent/family member contracts COVID-19 and needs care may use up to 12 weeks (480 hours) of leave, other paid time or, or Leave without Pay. Weather/safety leave is not appropriate if you must stay at home to care for family member who was exposed to COVID-19.

(6) Teleworking employees are expected to conduct work during the entire workday and must have an appropriate amount of work to complete for the duration of their workday. If needed, supervisors may assign work assignments that are telework conducive (e.g. Training, Research, etc.). If an employee does not have enough work, he or she must either take leave/other paid time off for the entire workday or use a combination of telework and leave/paid time off to account for hours not worked. This also applies to those employees who are unable to effectively work and be productive due to illness, you should record your time appropriately, not telework.

(7) Unscheduled and mandatory telework does not impact your ability to request other leave as appropriate.

(8) Telework Eligible means the work can be performed outside of your office/worksite (i.e. the work is portable). Telework eligible employees should have a telework agreement in place; however, if they do not, they are still eligible to telework at this time. Employees should use the instructions provided in the FAQs for completing Web-based Time and Attendance Distribution System (WebTADS). Telework eligible employees without a current telework agreement should take the required training and establish a telework agreement as soon as possible.

(9) Telework Ineligible means the work cannot be performed outside of your office/worksite because it is not portable, and no other portable work can be assigned. For example, employees working as an aircraft mechanic. If the employee is prevented from safely traveling to/from the worksite and/or cannot safely perform work at a location approved by TAG, then weather and safety leave may be granted. Even if you are ineligible, your supervisor can assign work to you to do at home as appropriate.

(10) Weather and safety leave may be approved when an asymptomatic employee (i.e., healthy, not displaying symptoms) is subject to movement restrictions (i.e., quarantine) under the direction of public health authorities due to a significant risk of exposure to COVID-19. However, generally if employees have a telework agreement in place and are healthy, they are expected to telework.

(11) FMLA is an unpaid leave status, unless the employee requests to substitute for other paid time off.

Consult with your Servicing HRO office and follow medical advice from CDC or your physician before returning to work after illness or COVID-19 exposure. Please monitor the information being published by your servicing HRO and consult with your supervisors if you have any special circumstances.