



## Pandemic Time FAQs

### What is COVID-19 Pandemic Time?

The university's Time-Off policy is being augmented specifically for the COVID-19 situation. To support our staff, a new paid time off option, **Pandemic Time (PND)**, is available effective March 16, 2020 and can be [submitted](#) in Kronos ([go.gwu.edu/trs](https://go.gwu.edu/trs)).

*Note:* This new PND time replaces the previously announced option of using sick time in advance of accrual.

### Who is eligible to submit pandemic time?

The enhancement provides additional paid time-off hours for staff as follows:

- Full Time benefits-eligible staff – 80 hours
- Part Time benefits-eligible staff – 40 hours
- Hourly wage/temporary workers – 20 hours
  - GW temp agency employees who are in an active status may request PND for days they are *scheduled to work* but unable to do so as a result of the COVID-19 situations noted below.
  - PND time does not apply to student workers.

### What are the eligible situations when staff can use pandemic time?

- Self-isolation or quarantine, even if they are not sick, when it is required or recommended by a public health authority or health care provider
- Obtaining a personal diagnosis or caring for one's own COVID-19 exposure or symptoms
- Assisting a family member who is self-quarantined because of a COVID-19 diagnosis or is experiencing symptoms of COVID-19 and needs to obtain medical diagnosis or care
- Caring for a family member who is not sick but needs care due to COVID-19 related closures of schools or daycare. This includes support for virtual learning while schools are remote.

***Please note that the University reserves the right to recuperate this time off from the final paycheck of staff who terminate shortly after using Pandemic Time.***

## How is the term “family member” defined?

A family member is defined in accordance with the Time Off and Leave policy:

- A person related by blood, legal custody or marriage;
- A foster child or child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility;
- A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

## During the COVID-19 outbreak, if I am sick for a non-COVID-19 related illness what type of time-off option should I submit in Kronos?

Staff can continue to submit regular accrued but unused [sick time](#) for their (or a family member's) non-COVID related illness.

## Can I use pandemic time if I am a caregiver for a family member diagnosed with COVID-19?

Yes. If you need to care for a family member diagnosed with COVID-19, you may submit PND time by visiting [go.gwu.edu/trs](http://go.gwu.edu/trs).

## How do I access pandemic time if I need to use it?

Pandemic time is a new time off option in [Kronos](#) noted as PND in the “Request Time Off” drop-down menu. The request is submitted the same way one would submit annual or sick time. Please review the following [instructions](#) for more details.

## If I exhaust my pandemic time and need additional time-off for COVID-19 related issues, what are my options?

If an employee exhausts their PND time, they may use their accrued annual and sick time. Please email [timeoff@gwu.edu](mailto:timeoff@gwu.edu) for additional assistance.

## Does my supervisor need to approve my use of pandemic time?

Yes. PND time follows the same process as other paid time off options in Kronos. For example, an employee will submit a PND time off request and the manager will approve the request in Kronos.

## Do I need to submit medical information proving a COVID-19 diagnosis?

During this temporary period, the university will not require doctor's certification for short-term sick time absences, unless the employee also qualifies for FMLA.

## How long will the PND time be available?

PND Time is a *temporary* paid time off benefit available during this public health emergency. The university's time off policy will be revisited regularly as the situation develops and staff should continue to visit the [GW's COVID-19 Resource Page](#).

