



Designated On-Site Staff: Time Off and Leave Options During Isolation or Quarantine

We have prepared the following guide to support you as you determine appropriate time off and leave eligibility during COVID-19 isolation or quarantine. Telework should be discussed as an option, prior to using any available time off or leave.

Please note: The below time off and leave options have been formatted within the chart in the priority order that they should be used. If the first available time off and leave option is exhausted or the employee is not eligible for this option, move to the right for the next available time off and leave option. For example, first determine if the employee is eligible for Administrative Leave. If the employee is not, then determine if Pandemic Time is available.

Please also visit the [Benefits website](#) for further information on other benefits an employee may be eligible for. Depending on the duration of staff member's illness, [FMLA](#) and/or [short-term disability](#) (if Workers' Compensation is not applicable) may also be available.

Isolation and Quarantine

Term	Staff Member Action	Typical Duration (calendar days)
Isolation	Mandated isolation due to positive COVID-19 test	10 days
Quarantine	Mandated quarantine due to exposure to a person with a positive COVID-19 test	14 days

On-Campus Exposure –Time Off and Leave Options

Staff Member Scenario	Duration of Isolation/Quarantine (calendar days)	Administrative Leave (ALV)	Pandemic Time (PND)	Sick Time	Annual Time	Unpaid Time	Workers' Compensation
MFA Occupational Health mandated isolation due to positive COVID-19 test	10	All regularly scheduled work days within 10 calendar day isolation period	No	No	No	No	Yes

CCST or MFA Occupational Health mandated quarantine due to COVID-19 exposure	14	All regularly scheduled work days within 14 calendar day quarantine period	No	No	No	No	Yes
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Off-Campus Exposure – Time Off and Leave Options

Staff Member Scenario	Duration of Isolation/Quarantine (calendar days)	Administrative Leave (ALV)	Pandemic Time (PND)	Sick Time	Annual Time	Unpaid Time	Workers' Compensation
Staff tests positive for COVID-19, isolation mandated by MFA Occupational Health due to non-GW campus exposure to COVID-19	10	N/A	Yes	Yes	Yes	Yes	N/A
Staff required to quarantine by MFA Occupational Health due to non-GW campus exposure to COVID-19	14	N/A	Yes	Yes	Yes	Yes	N/A

Pandemic Time

Eligible situations that qualify for the use of 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 due to possible COVID exposure.
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 child dependent 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: This time is not available for quarantines that are due to personal travel.

Granted on March 16, 2020. Hours available based on employee status:

- Full Time benefits-eligible staff receive 80 hours.
- Part Time benefits-eligible staff receive 40 hours.
- Hourly wage/temporary workers receive 20 hours.

***Family Member Definition**

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

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.