



## PANDEMIC TIME FAQS

### **What is Pandemic Time?**

The university's time off policy was enhanced for the COVID-19 situation by adding a temporary paid time off option, **Pandemic Time (PND)**, to the accrual balances of eligible staff.

### **Who is eligible for PND time?**

The enhancement provides additional paid time-off hours for staff active on March 16, 2020.

- 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.

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

- Self-quarantine\*, when 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 or ill due to COVID-19
- Caring for a dependent child due to COVID-19 related closures of schools or daycare or during virtual learning while schools are remote.
- Receiving the COVID-19 vaccine (including travel time) or recovering from side effects of the vaccine

*\*Please note: PND time is not available for quarantines that are due to personal travel.*

### **How is the term "family member" defined?**

A family member is defined in accordance with [university sick time policy](#).

### **If I am sick from a non-COVID-19 related illness, what type of time-off option should I submit?**

Staff can submit regular accrued but unused [sick time](#) for non-COVID related illnesses.

### **How do I request PND time if I need to use it?**

PND time is a temporary time off option in [the TRS](#) in the "Request Time Off" drop-down menu. The request is submitted the same way one would [submit](#) annual or sick time.

*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.*

### **If I exhaust my PND 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.

### **Does my manager need to approve my use of pandemic time?**

Yes. PND requests follow the same process as other paid time off options in the TRS.

### **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 (or leave under the ADAAA).

### **How long will 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. For updates, continue to visit [GW's COVID-19 Resource Page](#).

## How do I to submit a PND request?

To access the Time Reporting System (TRS), go to <https://go.gwu.edu/trs>.

- From the 'My Calendar' view, select Request Time Off.
- Select Pandemic Time from the drop down.
- Enter start date, end date, start time and daily amount of hours taken and click Submit.

### Tips:

- ✓ Daily amount is the number of your scheduled hours for which you did not work. (Default amount is 8 hours.)
- ✓ Non-exempt employees: If you work a partial day and use PND time for your remaining hours, please be sure to clock-in and clock-out for the time you worked. Then submit PND time hours to ensure that you are paid for a full day based on your regularly scheduled hours.

Your manager will receive a notification from the TRS that you submitted a time off request. After your manager takes an action on the request, you will be notified via email by the TRS.

The image shows two screenshots from the Time Reporting System (TRS). The left screenshot shows the 'My Calendar' view for February 7 - 13, 2021. A red horizontal line is drawn across the calendar grid for Tuesday, 3/1/21, indicating a time off request. An arrow points from this line to the 'Request Time Off' form on the right. The right screenshot shows the 'Request Time Off' form. The 'Type' dropdown is set to 'Pandemic Time'. Below this is a table with the following data:

	Start date	End date	Time Unit	Start time	Daily Amount
	3/01/2021	3/01/2021	Hours	9:00	8.0

At the bottom right of the form are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

## Additional Questions?

Please email [timeoff@gwu.edu](mailto:timeoff@gwu.edu) for additional assistance.