What is Pandemic Time (PND)?
The university’s time off policy was enhanced in response to the COVID-19 public health emergency by adding a temporary paid time off option, Pandemic Time (PND), to the accrual balances of postdocs.

Is PND Time the same as COVID Vaccine and Recovery Time?
No, COVID Vaccine and Recovery Time can only be used for getting the vaccine (or booster) or recovery from the side effects of the vaccine (or booster). Details on requesting and reporting COVID Vaccine and Recovery Time can be found on the Benefits website.

Who is eligible for PND time?
The enhancement provides additional paid time off hours for postdocs.

- Full Time postdocs – 80 hours
- Part Time postdocs – 40 hours

Going forward, PND time will also be provided to newly appointed postdocs, until the end of the public health emergency period. Eligibility for newly appointed postdocs aligns with that of COVID Vaccine and Recovery time; postdocs must have been with GW for at least 15 days before they can request PND.

What are the eligible situations when postdocs 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 or booster (including travel time) or recovering from side effects of the vaccine or booster (Please see COVID Vaccine and Recovery Time information on the Benefits website before using PND for this reason.)

*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 the Postdoc Time Off and Leave Guide.

If I am sick from a non-COVID-19 related illness, what type of time-off option should I submit?
Postdocs 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 PlanMyLeave available through the end of the public health emergency. 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 postdocs who terminate shortly after using Pandemic Time. In addition, PND time is not paid out at the end of a postdoc’s appointment.

If I exhaust my PND time and need additional time-off for COVID-19 related issues, what are my options?
If a postdoc exhausts their PND time, they may use their accrued annual and sick time. Postdocs can also use available COVID Vaccine and Recovery Time if the reason for the absence is related to getting the vaccine or recovering from side effects of the vaccine. Details on requesting and reporting COVID Vaccine and Recovery Time can be found on the Benefits website.
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 PlanMyLeave.

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 postdoc 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 submit a PND request?
To access PlanMyLeave, go to https://gwu.planmyleave.com/DashBoard/FillDashBoard

- Select Apply Leave under Covid-19 Pandemic Time.
- Enter start date, end date, start time and daily amount of hours taken and click Next.

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

Additional Questions?
Please contact Postdoc Support office at postdocsupport@gwu.edu if you need additional assistance.