



PANDEMIC TIME FAQS

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 paid time off option, **Pandemic Time (PND)**, to the accrual balances of eligible staff and hourly wage/temporary workers.

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?

During the PHE, GW provided additional paid time off hours for eligible staff members as well as hourly wage/temporary workers.

- 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.

Any remaining PND balances will continue to be accessible, however no new balances will be provided after May 11, 2023.

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 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 [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 time off option in [the TRS](#) in the "Request Time Off" drop-down menu, 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 staff who terminate shortly after using Pandemic Time. In addition, PND time is not paid out at time of employment separation.

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. Employees 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 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 was a paid time off benefit available during the public health emergency. At this time, any remaining PND balances will continue to be accessible, however no new balances will be provided after May 11, 2023.

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, with a blue arrow pointing to the 'Request Time Off' icon in the top right corner. The right screenshot shows the 'Request Time Off' form. The 'Type' dropdown is set to 'Pandemic Time'. Below it 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

The 'Submit' button is highlighted with a red box.

Additional Questions?

Please contact GW Benefits at timeoff@gwu.edu for additional assistance.

The university reserves the right to modify or discontinue its benefits programs in whole or in part at any time and without advanced notice, except as required by law. Nor does this guidance create, or is intended to create, a promise or representation of continued employment for any employee.