



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 temporary paid time off option, **Pandemic Time (PND)**, to the accrual balances of postdocs. As of April 10, 2023, the Public Health Emergency (PHE) has ended, and the COVID-19 National Emergency (NE) ended, and the COVID-19 Public Health Emergency (PHE) will end as of May 11, 2023. Beginning May 12, 2023, postdocs will no longer be provided new balances, however, any remaining balances will still be available to those that were hired and who begin work on or before May 11, 2023.

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 provided additional paid time off hours for postdocs.

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

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 do I to 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.

The screenshot displays the PlanMyLeave dashboard. At the top, there is a navigation menu with links for LEAVE, SOCIAL INTRANET, USERS, REPORTS, and SETUP. Below this, the 'My Calendar' section shows a calendar for June 2022, with a note for 06/20/2022 Juneteenth (Observed). The 'My Leave Balances' section, titled 'My Leave Balances as of a Future Date', lists three leave types: Covid-19 Pandemic Time, Sick Leave, and Unpaid Leave, each with a balance of 0 Hour(s) and a '+ Apply Leave' button. A blue arrow points to the '+ Apply Leave' button for Covid-19 Pandemic Time.

The screenshot shows the 'Apply Leave' form. The 'Leave Type' dropdown is set to 'Covid-19 Pandemic Time'. The 'Leave starting from' field shows the date 06/08/2022 (Wed) and 'Full Day' selected. The 'Leave ending on' field also shows 06/08/2022 (Wed) and 'Full Day' selected. There is a text area for 'Reason for Leave (Optional)'. At the bottom, there are 'Next →' and 'Cancel' buttons.

Additional Questions?

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