



# NARA COVID-19 Response

## Fact Sheet #1, version 3: Leave and workforce flexibilities for COVID-19 response

June 5, 2020

*This fact sheet provides guidance to help protect NARA staff and reduce the spread of the 2019 novel coronavirus disease (COVID-19) in the workplace. This version has been updated to: clarify the conditions under which sick employees may return to work; permit telework or weather and safety leave when NARA Management places an asymptomatic employee on home isolation; and incorporate new guidance on Families First Coronavirus Response Act (FFCRA) emergency paid sick leave.*

### **Leave and workforce flexibilities.**

An employee should always use sick or other (paid or unpaid) leave if she or he is experiencing symptoms of COVID-19.

A supervisor may approve sick leave for a period longer than three days without a doctor's note or medical documentation (ordinarily required by [NARA 327, Supplement 3](#), para.14) if the supervisor determines that obtaining the documentation would be too burdensome on the employee.

A supervisor may approve up to five days per week of telework for an employee, provided that there is sufficient telework-appropriate work available. This applies to all staff, including employees occupying positions that are not otherwise telework eligible. Supervisors are encouraged to be flexible and creative in identifying telework-appropriate work. Supervisors are not expected or required to authorize five-day-per-week telework if there is not sufficient telework-appropriate work available, except for employees in higher-risk groups and special populations. All employees who are approved to change their telework agreements or enter into a new telework agreement due to the current public health emergency must complete the COVID-19 telework agreement form [here](#).

The following table provides guidance on the appropriate leave category or telework options available, based on an employee's request for absence. If more than one of the scenarios listed below applies to an employee, the employee should work with her or his supervisor to determine the best leave and telework solution, based on the employee's personal circumstances and NARA's needs, from what is available for each applicable scenario below. This table consolidates flexibilities provided in [NARA 327, Supplement 3](#), Leave and Absence, [NARA 332](#), Telework Program, [Interim Guidance 315-1](#), Workforce Management During a Flu Outbreak, OMB M-20-13, Updated Guidance on Telework Flexibilities in Response to Coronavirus, and the Families First Coronavirus Response Act (FFCRA).

<b>Reason for the employee's request:</b>	<b>Appropriate leave status:</b>
<p>Employee:</p> <ul style="list-style-type: none"> <li>(1) is experiencing symptoms of COVID-19;</li> <li>(2) has been diagnosed with COVID-19;</li> <li>(3) has been in close contact (within 6 feet for longer than 15 minutes) with someone who has been diagnosed with COVID-19; or</li> <li>(4) has been in close contact (within 6 feet for longer than 15 minutes) in the workplace with a coworker in categories (1) through (3).</li> </ul>	<p>The employee will be placed on home isolation for at least 14 calendar days. An employee who experiences symptoms before or after being placed on home isolation must wait at least 72 hours after she or he is no longer experiencing symptoms <b>and</b> 10 calendar days after she or he first experienced symptoms before returning to work. If, at the end of the initial 14 calendar day isolation period, the employee has not completed the 72 hour and 10 calendar day periods without symptoms, her or his home isolation will be extended.</p> <p>If the employee experiences symptoms at any time on home isolation, she or he must take sick leave, FFCRA emergency paid sick leave, annual leave, Family Medical Leave Act (FMLA) leave, leave without pay (LWOP), donated leave under the Voluntary Leave Transfer Program (VLTP), or other paid time off, such as compensatory time off and credit hours.</p> <p>If the employee is not experiencing symptoms while on home isolation:</p> <ul style="list-style-type: none"> <li>(a) The employee may telework up to five days per week, provided that the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available.</li> <li>(b) If the employee chooses not to telework during the isolation or quarantine period, sick leave, annual leave, FMLA leave, LWOP, donated leave under the VLTP, and other paid time off, such as compensatory time off and credit hours, should be used to cover the absence.</li> <li>(c) If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</li> </ul>

<b>Reason for the employee's request:</b>	<b>Appropriate leave status:</b>
<p>Employee is: (1) in a population identified by the Centers for Disease Control and Prevention (CDC) as being at a <a href="#">higher risk for serious complications</a> or <a href="#">special populations</a>; and (2) has a reasonable accommodation for her or his condition.</p>	<p>The employee may telework up to five days per week.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>
<p>Employee must care for a family member who is experiencing symptoms but has not been diagnosed with COVID-19.</p>	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>Sick leave, FFCRA emergency paid sick leave, annual leave, FMLA leave, LWOP, donated leave under VLTP, and other paid time off, such as comp time and credit hours, must be used for any time the employee is unable to work to care for the family member.</p> <p>Full-time employees are entitled to use up to 104 hours (13 work days) per year of sick leave to provide general medical care for a family member.</p>
<p>Employee asks for leave to prevent possible exposure but has not been diagnosed with COVID-19, is not experiencing symptoms, and has not been in close contact (within 6 feet for longer than 15 minutes) with someone diagnosed with COVID-19.</p>	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>Annual leave, LWOP, and other paid time off, such as comp time and credit hours, must be used to cover any absence.</p>

<b>Reason for the employee's request:</b>	<b>Appropriate leave status:</b>
Employee must care for children during a school closing, but the employee and children are not experiencing symptoms and have not been diagnosed with COVID-19.	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>FFCRA emergency paid sick leave, Annual leave, LWOP, and other paid time off, such as comp time and credit hours, must be used for any time the employee is unable to work to provide child care.</p>
Employee's regular work facility is closed.	<p><b>If the employee is in a telework eligible position:</b> The employee will be required to telework up to five days per week (depending on the employee's regular work schedule) during the facility closure or must take leave.</p> <p><b>If the employee's position is ordinarily not telework eligible:</b> If telework-appropriate work can be assigned, the employee may telework up to five days per week during the facility closure, provided the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available. If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>
Employee is subject to an isolation order or quarantine by a Federal, State, or local government public health agency, including when a public health agency recommends or requests that the employee self-quarantine.	<p>The employee's supervisor may approve up to five days per week of telework, provided that the employee signs a COVID-19 telework agreement and sufficient telework-appropriate work is available.</p> <p>If the employee chooses not to telework during the isolation or quarantine period, sick leave, FFCRA emergency paid sick leave, annual leave, FMLA leave, LWOP, donated leave under the VLTP, and other paid time off, such as compensatory time off and credit hours, should be used to cover the absence.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, she or he is entitled to weather and safety leave.</p>

<b>Reason for the employee's request:</b>	<b>Appropriate leave status:</b>
Employee is unable to come to work because transportation is disrupted (but the facility remains open).	<p>The employee's supervisor may approve up to five days per week of telework, provided that sufficient telework-appropriate work is available.</p> <p>If no telework-appropriate work is available or the employee is not able to telework, annual leave, comp time, credit time, travel comp, or LWOP must be to cover the absence.</p> <p>Depending on the circumstances, particularly if there is little or no advance notice, the supervisor may allow a limited amount of Weather and Safety leave for the first day of the disruption or closure.</p>
Employee requests leave for any of the above reasons but has no accrued annual or sick leave.	<p>Annual leave may be advanced up to the amount the employee will accrue in the remainder of the leave year. Please see <a href="#">NARA 327, Supplement 3</a>, para. 10 for more details.</p> <p>Sick leave may be advanced in cases of serious disability or ailment, not to exceed 30 days. Please see <a href="#">NARA 327, Supplement 3</a>, para. 16 for personal medical needs and para. 21 for family care.</p> <p>FFCRA emergency paid sick leave is available in addition to regular sick and annual leave. Employees are entitled to up to 80 hours of FFCRA emergency paid sick leave which is available for specific, qualifying reasons and must be used between April 1 and December 31, 2020. Please see <a href="#">NARA Notice 2020-123, FFCRA Emergency Paid Sick Leave</a>, for additional information.</p>

For a definition and more information on Leave Without Pay (LWOP), please see [NARA 327, Supplement 3](#), para. 27. For Family Medical Leave Act (FMLA) information, please see [NARA 327, Supplement 5](#), *Family and Medical Leave*. For NARA's Voluntary Leave Transfer Program (VLTP), please see [NARA 327, Supplement 6](#), *Voluntary Leave Transfer Program*. For more information on FFCRA emergency paid sick leave, please see [NARA Notice 2020-123](#).

**Point of Contact:** If you have questions or comments, please contact the Office of Human Capital at [employeerelations@nara.gov](mailto:employeerelations@nara.gov).