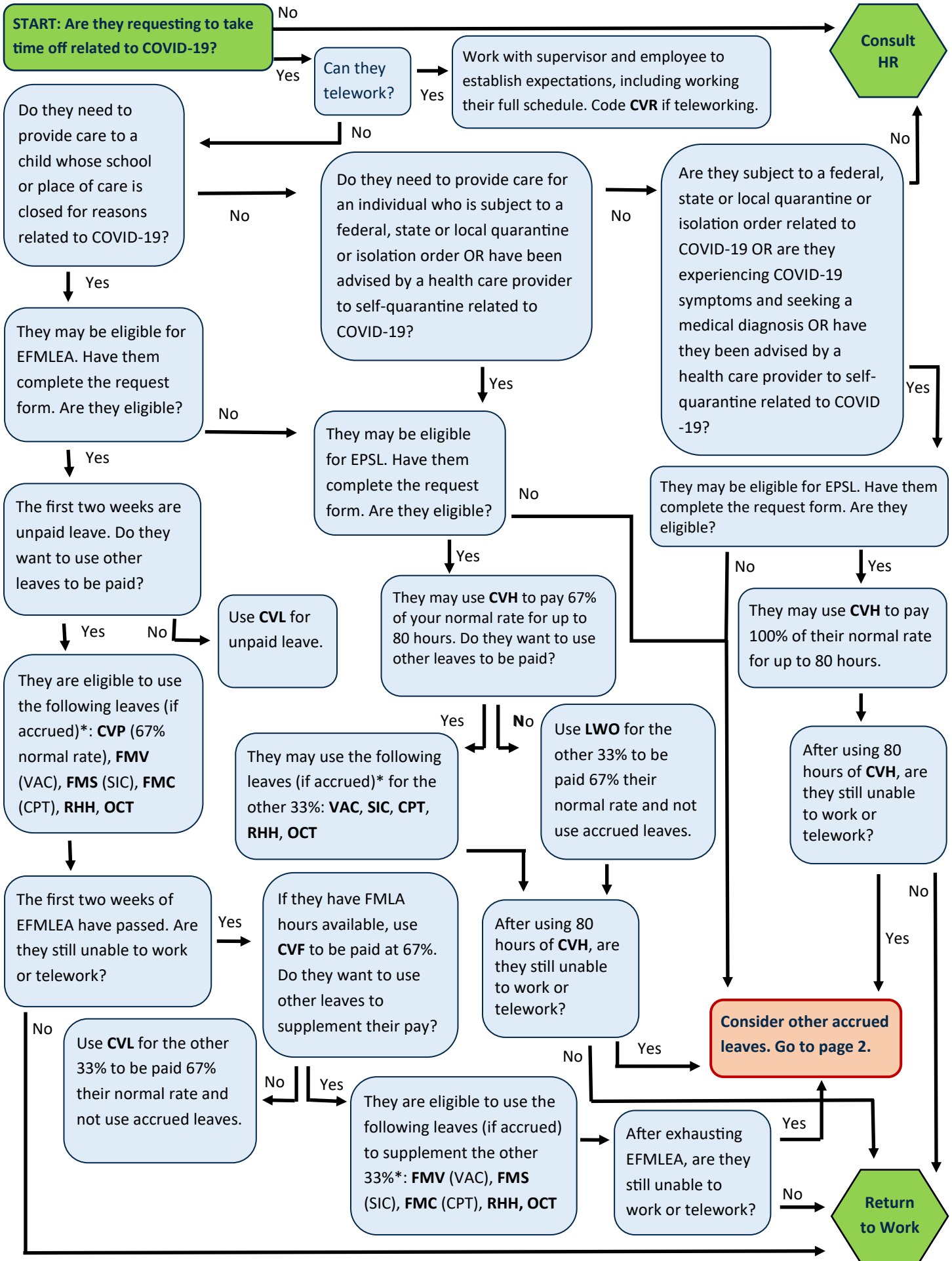
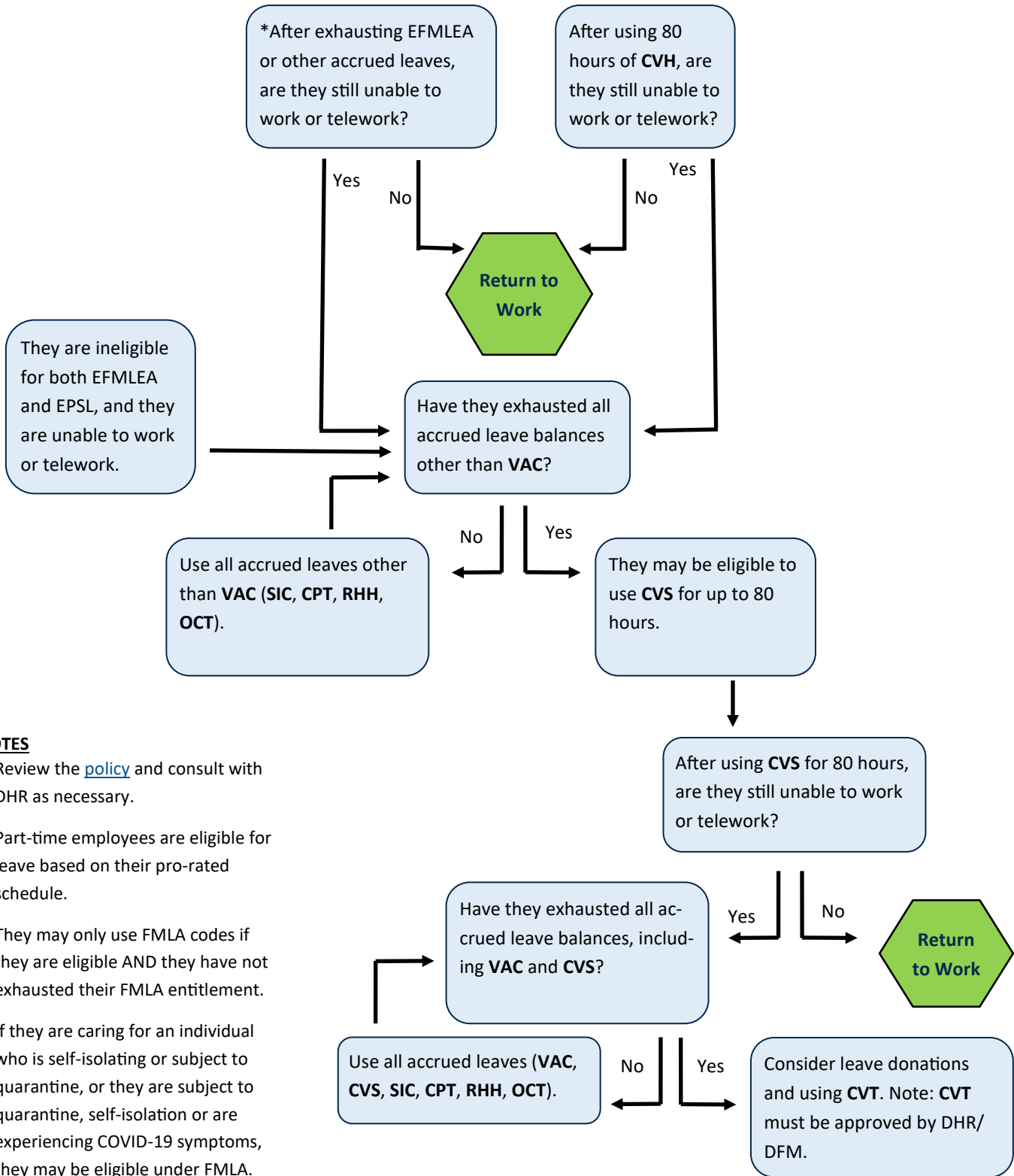


### Use of Leaves Related to COVID-19

Work with DHR for assistance; this document is meant to provide general guidance.



**START on Page 1 and complete the flow chart. If any of these apply to employee, continue here.**



**NOTES**

- Review the [policy](#) and consult with DHR as necessary.
- Part-time employees are eligible for leave based on their pro-rated schedule.
- They may only use FMLA codes if they are eligible AND they have not exhausted their FMLA entitlement.
- If they are caring for an individual who is self-isolating or subject to quarantine, or they are subject to quarantine, self-isolation or are experiencing COVID-19 symptoms, they may be eligible under FMLA.
- They may only use leave codes for which they have an available balance.
- When returning to work, follow CDC and DHR guidelines.