

# Guidance regarding pay and paid time off administration for Full-Time Staff (exempt, non-exempt, administrator) from 3/15/2020 through 4/30/2020

Full-time staff status	How they will be paid	How they will handle paid time off	Time worked entry in Workday	Other considerations
Currently working remotely	Employees will receive pay at their regular rate from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.	If a day off is requested between 3/15/2020 and 4/30/2020 it must be approved by their supervisor. During this time employees do not need to charge sick or vacation time, however if you want to note your time away utilize "COVID-19 Paid: Not Working" in accordance with the timekeeping guide.	Non-exempt employees will need to enter hours worked into Workday in accordance with standard procedures.	No new "over the max" leave accrual requests will be granted from 3/15/2020 through 4/30/2020.
Unable to work remotely or on campus	Employees receive pay at their regular rate from 3/15/2020 to 4/30/2020 or through the planned end date of their employment, whichever comes first.	If applicable, time off should be entered into Workday in accordance with the timekeeping guide.	If applicable (non-exempt employees), regular hours should be entered into Workday in accordance with the timekeeping guide.	No new "over the max" leave accrual requests will be granted from 3/15/2020 through 4/30/2020.
Currently on a paid leave of absence (personal, FMLA, paid parental, or Workers' Comp)	Employees on a paid leave of absence on 3/15/2020 remain on a paid leave of absence and continue to utilize leave as prescribed prior to 3/15/2020.			If the leave ends, prior to 4/30/2020, the employee's compensation will be governed by whichever of these four aforementioned employment categories they now fall into.
Currently on an unpaid leave of absence	Employees on an unpaid leave of absence on 3/15/2020 remain on an unpaid leave of absence.			If the leave ends, prior to 4/30/2020, the employee's compensation will be governed by whichever of these four aforementioned employment categories they now fall into.

\*Full-time employees who also have an additional part-time position (for which no work is available or that is unable to be performed remotely) will only receive pay based on their full-time position.