

# Timekeeping Guide

## COVID-19 Time-Off Type Definitions

Time-Off Type	Definition
<b>COVID19 Paid – Self</b>	If you are taking paid time off because you are unable to work or telework due to a need for paid time off because you (1) are subject to a Federal, State, or local quarantine or isolation order related to COVID-19; (2) have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or (3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis.
<b>COVID19 Paid – Family</b>	If you are taking paid family time off because you are: (1) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; (2) caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or (3) experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services.
<b>COVID19 Paid – Not Working</b>	If you are not working because 1) there is no work available; 2) you are unable to work remotely; or 3) you are a non-essential employee; 4) you are not reporting to work due to other reasons (i.e., vacation or sick).