

Situation – effective August 1, 2020 for CU Boulder Faculty	Leave and Pay - Lecturers and Temporary Faculty	Leave and Pay - Tenure/ Tenure Track Faculty and Instructors	COVID-19 Request Form Required	FMLA	Documentation required (see HR website for details)
Employee identifies as high risk due to medical condition (CDC). <b>Per Safer at Home Executive Order D 2020-044</b> , no vulnerable individuals can be compelled by their employer to return to work if their work requires in person work near others.	Request for remote teaching assignment or unpaid leave of absence during Fall 2020 semester.	Request for remote teaching assignment or leave of absence using available sick leave accruals during Fall 2020 semester.	Yes	If faculty member cannot teach remotely and condition would otherwise qualify under FMLA	<b>Remote Teaching Request:</b> COVID-19 Request Form and letter from medical provider <b>Leave of Absence:</b> COVID-19 Request Form, FMLA medical certification (if applicable), and OFA Leave Request Form (if applicable)
Employee identifies as high risk due to being 65 or older. <b>Per Safer at Home Executive Order D 2020-044</b> , no vulnerable individuals can be compelled by their employer to return to work if their work requires in person work near others.	Request for remote teaching assignment or unpaid leave of absence during Fall 2020 semester.	Request for remote teaching assignment or leave of absence using available sick leave accruals during Fall 2020 semester.	Yes	No	<b>Remote Teaching Request:</b> COVID-19 Request Form <b>Leave of Absence:</b> COVID-19 Request Form and OFA Leave Request Form (if applicable)
Employee has a family member who is high risk and does not feel safe being at work	Request for remote teaching assignment or unpaid leave of absence during Fall 2020 semester.	Request for remote teaching assignment or leave of absence using available sick leave accruals during Fall 2020 semester.	Yes	If faculty member cannot teach remotely and condition/terms of care would otherwise qualify under FMLA	<b>Remote Teaching Request:</b> COVID-19 Request Form and letter from medical provider <b>Leave of Absence:</b> COVID-19 Request Form, FMLA medical certification (if applicable), and OFA Leave Request Form (if applicable)
Employee is not comfortable returning to work	Discretion of Chair and/or Director in consultation with Dean's Office	Discretion of Chair and/or Director in consultation with Dean's Office and OFA	No	No	No
Employee tested positive for COVID-19	1) Emergency sick leave for 80 hours; 2) Leave without pay	1) Emergency sick leave for 80 hours; 2) Personal sick leave usage; 3) Leave without pay	Yes	Potentially, if additional medical leave is required after 2 weeks	COVID-19 Request Form for initial 80 hours. If additional time is required, additional documentation is required.
Employee has symptoms of COVID-19 and is seeking a medical diagnosis	1) Emergency sick leave for 80 hours; 2) Leave without pay	1) Emergency sick leave for 80 hours; 2) Personal sick leave usage; 3) Leave without pay	Yes	Potentially, if additional medical leave is required after 2 weeks	COVID-19 Request Form for initial 80 hours. If additional time is required, additional documentation is required.
Employee needs to care for a family member who has COVID-19	1) Emergency sick leave to be paid at 2/3 comp rate for 80 hours with a maximum of \$12,000; 2) Leave without pay	1) Emergency sick leave to be paid at 2/3 comp rate for 80 hours (employee can use 1/3 of sick to make whole) with a maximum of \$12,000; 2) Personal Sick leave usage; 3) Leave without pay	Yes	Potentially, if additional caretaking is required after 2 weeks	COVID-19 Request Form for initial 80 hours. If additional time is required, additional documentation is required.
Employee needs time off to care for a child under the age of 18 due to COVID-19 school/daycare closure	1) Release from teaching duties for Fall 2020 semester – pay will be capped at \$12,000 2) Remote work request	1) Reduction in teaching, research and/or service. Leave paid at 2/3 regular rate of pay up to maximum of \$12K 2) Remote work request	Yes	Yes	Faculty Childcare Leave Request Form - please contact <a href="mailto:Leave@colorado.edu">Leave@colorado.edu</a>
Employee chooses to take time off to care for a child while their child care continues to be open or employee chooses to end childcare arrangements	Discretion of Chair and/or Director in consultation with Dean's Office	Discretion of Chair and/or Director in consultation with Dean's Office and OFA	No	No	No

This document is for guidance purposes and it does not supersede University policies, rules or legal requirements; this guidance is subject to change pending updated legal, regulatory or University policy changes.

If department does not partner with the HR Service Center, the department must collect the FFCRA forms and track the type of administrative leave (FFA codes) to the ACP codes that are entered into the timekeeping system.

\*\*Leave without pay for faculty will maintain benefits eligibility