

PUBLIC HEALTH EMERGENCY LEAVE (PHEL) GUIDANCE BY EMPLOYEE TYPE

FACULTY* AND CLASSIFIED STAFF

- If you can telework, report your time worked in PatriotWeb as usual.
- If you can telework but not enough to meet your FTE hours, speak with your Manager.
- If you are designated as essential, you are required to work at your normal work location. Report your time worked in PatriotWeb as usual.
- If you cannot telework, report your normally scheduled hours in PatriotWeb as PHEL up to the maximum number of hours normally worked during a pay period.
- If you are unable to work because you or an immediate family member is being tested or treated for COVID-19, report your normally scheduled hours in PatriotWeb as PHEL up to the maximum number of hours normally worked during a pay period. You must also apply for VSDP (if eligible) and/or FMLA. Contact the Benefits Team at benefits@gmu.edu.
- If you are unable to work due to an illness that is not COVID-19 related, you must apply for VSDP (if eligible) and/or FMLA. Contact the Benefits Team at benefits@gmu.edu.
- If you are making alternative childcare arrangements because your child's day care center or school is closed due to COVID-19, you may use PHEL for the hours spent seeking alternative childcare arrangements. PHEL cannot be used for hours spent caring for your own child.

* includes Instructional / Research Faculty and Administrative /Professional Faculty

ADJUNCT FACULTY

- Should continue to work remotely and deliver instruction online.
- If you are unable to work because you or an immediate family member is being tested or treated for COVID-19, report your normally scheduled hours in PatriotWeb as PHEL up to the maximum number of hours normally worked during a pay period.
- If you are making alternative childcare arrangements because your child's day care center or school is closed due to COVID-19, you may use PHEL for the hours spent seeking alternative childcare arrangements. PHEL cannot be used for hours spent caring for your own child.

NON-STUDENT WAGE EMPLOYEES

- If you can telework, report your time in PatriotWeb as usual.
- If you are designated as essential, you are required to work at your usual work location. Report your time worked in PatriotWeb as usual.
- If you cannot telework, discuss with your manager the number of hours you should enter for each pay period in PatriotWeb as PHEL. Please contact Payroll, payroll@gmu.edu if you are not sure of your PHEL balance.
- If you are making alternative childcare arrangements because your child's day care center or school is closed due to COVID-19, you may use PHEL for the hours spent seeking alternative childcare arrangements. PHEL cannot be used for hours spent caring for your own child.
- Wage and temporary employees are limited to working 1450 hours in a 12-month period. The measurement period starts May 1 and ends April 30 the following year. During the COVID-19 pandemic

emergency situation, wage and temporary employees will be allowed to work up to the Commonwealth limit. **It is the supervisor's responsibility to ensure that employees do not exceed this limit.**

STUDENT EMPLOYEES

Student Wage Employees

Non-Federal Work Study Student Employees (paid hourly):

- If you can telework with your manager's approval, report your time worked in PatriotWeb.
- If you cannot telework you can use PHEL available up to the maximum number of hours normally scheduled during a pay period.
- If you have been given the opportunity to work (or telework) and choose not to work (or telework), you are not eligible for PHEL.

Federal Work Study Student Employees

- If you can work remotely and have your manager's approval, report your time in PatriotWeb as usual.
- If you cannot work remotely, you can use PHEL up to the maximum number of hours normally scheduled during a pay period.
- If you have been given the opportunity to work (or telework) and choose not to work (or telework), you are not eligible for PHEL.
- Supervisors of students on Federal Work Study should work directly with the Office of Student Financial Aid as there is additional documentation that will need to be filed (contact dkroll@gmu.edu to submit that paperwork.)

GRADUATE TEACHING ASSISTANTS (GTA) AND GRADUATE RESEARCH ASSISTANTS (GRA)

GTA's and GRA's should contact their faculty advisors/supervisors to discuss their work.

- If you can telework, as determined by your faculty supervisor, you will be paid as usual for the period of your existing commitment as a GTA/
- If you have been given the opportunity to work (or telework) and choose not to work (or telework), you are not eligible for PHEL.
- If you cannot telework, you can use PHEL. Submit the [PHEL timesheet](#) to record the number of hours.