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 are 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)

GTAs and GRAs 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.