

## Public Health Emergency Leave (PHEL) Chart

Benefitted				
Category	If Telework is available	If Telework is not available	If unable to work/telework while caring own minor children	If unable to work due to an illness that is not COVID-19 related
<p>Full-Time Benefitted Employees</p> <p>(Instructional /Research Faculty, Administrative /Professional Faculty or Classified Staff)</p> <p>“Essential” employees are required to work</p>	Telework	Up to 160 hours of PHEL is available.	<p>PHEL is not available for time spent caring for children.</p> <p>Accrued annual leave balance is available.</p> <p>Emergency FMLA may be available under FFCRA.</p>	<p>PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.</p> <p>VSDP participants who unable to work due to illness unrelated to COVID-19 must file a short-term disability claim with Reed Group 1-877-928-7021 and contact the Benefits Team at <a href="mailto:benefits@gmu.edu">benefits@gmu.edu</a> .</p> <p>Traditional Sick Leave program participants who are unable to work due to illness must file a FLMA claim. Contact the Benefits Team at <a href="mailto:benefits@gmu.edu">benefits@gmu.edu</a> for additional instructions.</p> <p>VSDP participants who are ill with COVID-19 symptoms must file a short-term disability claim with the Reed Group, 1-877-928-7021, and contact the Benefits Team at <a href="mailto:benefits@gmu.edu">benefits@gmu.edu</a>.</p>
<p>Part-Time Benefitted Employees</p> <p>(Instructional /Research Faculty, Administrative /Professional Faculty or Classified Staff (with FTE below 1.0 but not less than 0.5))</p> <p>“Essential” employees are required to work</p>	Telework	<p>PHEL is available and prorated based on FTE status.</p> <p>If FTE is 0.5, 80 hours of PHEL is available.</p> <p>Use the number of hours that would have been worked during a pay period.</p>	<p>PHEL is not available for time spent caring for children.</p> <p>Accrued annual leave balance is available.</p> <p>Emergency FMLA may be available under FFCRA.</p>	See information above.

## Public Health Emergency Leave (PHEL) Chart

Non-Benefitted Employees				
Category	If Telework is available	If Telework is not available	If unable to work/telework while caring own minor children	If unable to work due to an illness that is not COVID-19 related
Non-Student Wage  “Essential” employees are required to work	Telework	PHEL is prorated up to 80 hours. The maximum paid leave will not exceed the maximum number of hours normally scheduled to work per week.	PHEL is not available for time spent caring for children.  Emergency FMLA may be available under FFCRA.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19.
Adjunct Faculty	Telework	PHEL is prorated up to 80 hours. The maximum paid leave will not exceed the maximum number of hours normally scheduled to work per week.	PHEL is not available for time spent caring for children.  Emergency FMLA may be available under FFCRA.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19
Student Wage	Telework	PHEL is prorated up to 80 hours. The maximum paid leave will not exceed the maximum number of hours normally scheduled to work per week.	PHEL is not available for time spent caring for children.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19

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Federal Work Study	Telework	PHEL is available. Email <a href="mailto:dkroll@gmu.edu">dkroll@gmu.edu</a> for eligibility.	PHEL is not available for time spent caring for children.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19
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Graduate Teaching Assistants	Telework	PHEL is prorated up to 80 hours. The maximum paid leave will not exceed the maximum number of hours normally scheduled to work per week.	PHEL is not available for time spent caring for children.  Emergency FMLA may be available under FFCRA.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19.
Graduate Research Assistants	Telework	PHEL is prorated up to 80 hours. The maximum paid leave will not exceed the maximum number of hours normally scheduled to work per week.	PHEL is not available for time spent caring for children.  Emergency FMLA may be available under FFCRA.	PHEL and FFCRA Emergency Sick Leave are not available for non-COVID-19 illness.  PHEL is available if being tested for COVID-19 and/or diagnosed with COVID-19