

## Emergency Paid Sick Leave

Staff members have multiple options to receive pay while in isolation or quarantine due to COVID-19.

Staff who have not previously used Emergency Paid Sick Leave (EPSL) can still use it for COVID-related absences, and it does not count toward the paid leave they have earned. For those who have previously used EPSL (under the previous FFCRA provisions), they can use their normal paid leave or work remotely.

To use Emergency Paid Sick Leave, staff will record Unscheduled Administrative Closing (UAC) on their timesheet.

The day self-isolation or quarantine starts, is the day staff become eligible to use UAC. They can use it for work hours they miss within the current CDC recommended 10-day isolation/quarantine window.

- If a staff member is well enough to telework, then they should do so and not record UAC.
- If a staff member is required to come to campus to perform their work (telework is not available), they should record UAC for the work hours they are in isolation or quarantine.

Staff may record UAC in partial day increments. Based on current CDC guidelines for isolation or quarantine, staff who have previously not used EPSL, have a maximum of 64 hours (8 business days) of EPSL available for use.

Questions about recording UAC or using EPSL should be directed to [hrcompensation@utk.edu](mailto:hrcompensation@utk.edu).