

Question	Salary (Exempt)	Hourly (Non-exempt)	Other notes
You have recently traveled to a CDC Level 3 or Higher country that was business travel	14 day Self Quarantine is Required		<i>Includes faculty and staff. Must still comply with any restricted business travel the University identifies.</i>
Sick	Paid time off	Paid time off	
Timesheet Guidance	<i>Other Hrs. off with Pay</i>	<i>Other Hrs. off with Pay</i>	<i>use this pay code when completing Zagweb</i>
Not sick	Telecommute as appropriate and in accordance with procedure	Telecommute if possible in accordance with procedures if no work available paid time off	
Timesheet Guidance	<i>Enter 1 to Confirm 0 Hrs. Off</i>	<i>Enter hours as normal- if worked Other Hrs. off with Pay- if no work available</i>	<i>use these pay code when completing Zagweb</i>
You have recently traveled to a CDC Level 3 or Higher country that was for personal travel	14 day Self Quarantine is Required		<i>Employees, must contact Lisa Schwartzburg in HR</i>
Sick	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	<i>use any available balances as normal, in any order</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>use this pay code when completing Zagweb</i>
Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - if no work available vacation, sick or unpaid in any order	<i>If no Telework is available use sick, vacation or unpaid</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you have been directed to self-Quarantine by the Regional Health Dept due to a exposure.	Spokane Regional Health Department will dictate quarantine period to Gonzaga and employee		<i>Employees, must contact Lisa Schwartzburg in HR</i>
Sick	Paid time off	Paid time off	
Timesheet Guidance	<i>Other Hrs. off with Pay</i>	<i>Other Hrs. off with Pay</i>	<i>use this pay code when completing Zagweb</i>
Not sick	Telecommute as appropriate and in accordance with procedure	Telecommute if possible in accordance with procedure if no work available paid time off	
Timesheet Guidance	<i>Enter 1 to Confirm 0 Hrs. Off</i>	<i>Enter hours as normal- if worked Other Hrs. off with Pay- if no work available</i>	<i>use these pay code when completing Zagweb</i>
If a physician has recommended in writing that you self-quarantine due to a direct exposure, without testing	As recommended by your doctor.		<i>Employees must contact Lisa Schwartzburg in HR to initiate leave.</i>
Sick	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	<i>use any available balances as normal, in any order</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>use this pay code when completing Zagweb</i>
Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - if no work available vacation, sick or unpaid in any order	<i>If no Telework is available use sick, vacation or unpaid</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you are being tested and are awaiting results and a physician quarantines you	As recommended by your doctor.		<i>Employees must contact Lisa Schwartzburg in HR to initiate leave.</i>
Sick	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	Sick, vacation or personal accruals or unpaid leave, PFML is available through WA.	<i>use any available balances as normal, in any order</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>use this pay code when completing Zagweb</i>
If you are taking care of a sick family member who is under quarantine	Employees must contact Benefits to initiate leave.		
Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - Sick Leave, vacation, unpaid in any order	<i>If no Telework is available use sick, vacation or unpaid</i>
Timesheet Guidance	<i>Use normal entry codes, if sick leave is used- EE Fam Sick Leave-Paid</i>	<i>Use normal entry codes, if sick leave is used- EE Fam Sick Leave-Paid</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you have been exposed directly to Covid19 at work due to direct contact, as a job requirement	As recommended by your doctor.		<i>Employee will follow L&I procedures. Employees must contact Lisa Schwartzburg in HR to initiate leave.</i>
Sick	L&I	L&I	
Timesheet Guidance	<i>Sick Leave Pd-Work Injury</i>	<i>Sick Leave Pd-Work Injury</i>	<i>use this pay code when completing Zagweb</i>
If you have been instructed by a physician or the governmental has recommended self-quarantine due to age or health conditions.	As recommended by your doctor or Regional Health Department.		<i>Employees must contact Benefits to initiate leave.</i>

Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - if no work available vacation, sick or unpaid in any order	<i>If no Telework is available use sick, vacation or unpaid</i>
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you are not feeling well and need to stay home sick	Do not report to work. Follow normal sick leave procedures.		<i>If you are out longer than 7 days PFML may apply</i>
Sick	Sick leave	Sick leave	
Timesheet Guidance	Employee Sick Leave-Paid	Employee Sick Leave- Paid	
If your Child's school or Day care is closed			<i>Employees must complete a work from home agreement. All remote form home agreements are subject to change based on University needs.</i>
Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - if no work available vacation, sick or unpaid in any order	
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you are choosing to remain at home because you think you could expose others	If not mandated by a physician or Regional Health Departments.		<i>If no Telework is available use sick, vacation or unpaid</i>
Not sick	Telecommute as appropriate and in accordance with procedures, or sick/vacation/unpaid in any order	Telecommute if possible - Sick, vacation, unpaid in any order	
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
My supervisor and I have agreed for me to work from home			<i>Employees must complete a work from home agreement. All remote form home agreements are subject to change based on University needs.</i>
Not sick	Telecommute as appropriate and in accordance with procedure	Telecommute if possible - if no work available vacation, sick or unpaid in any order	
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>
If you have no available leave balances			<i>Employees must contact Benefits to initiate leave. Supervisors should call Benefits for guidance</i>
Sick	Eligible for PFML	Eligible for PFML	
Timesheet Guidance	<i>Contact HR</i>	<i>Contact HR</i>	
Not sick	Telecommute as appropriate and in accordance with procedure	Telecommute if possible - if no work available discuss with supervisor	
Timesheet Guidance	<i>Use normal entry codes</i>	<i>Use normal entry codes</i>	<i>*Split hours using appropriate pay code when completing Zagweb</i>

Non Exempt employees need to seek prior approval for any overtime, no exceptions.

Washington sick and safety law allows employees to choose to take unpaid leave, even if they have a positive balances in sick or vacation.

PFML- Washington State Paid Family Medical Leave- instructions on application will be provided through FMLA process.

If you or a qualified family member are diagnosed with a serious health condition, an extended absence from work may qualify under the new Washington State Family Medical Leave Law.

Applicable leave eligibility requirements would apply. Lisa Schwartzenburg and Sandy Wentz are available to administers leaves of absences for faculty and staff. Both can be contacted for extended absences due to medical reasons.