

COVID-19 ("CPNW") Paid Leave for State of Vermont, Executive Branch Employees
March 18, 2020 through April 5, 2020
Last Updated: 3/20/2020

The following is intended to provide general information to employees and supervisors regarding the use of COVID-19 Paid Leave (Time Reporting Code "CPNW"). This information will be updated as needed.

Individual situations will vary. It is important that employees work with their supervisors when considering the use of CPNW. Supervisors should contact the Department of Human Resources, Field Operations Team assigned to support their department/agency with questions concerning the specifics of their situation – lists of teams can be found at <https://humanresources.vermont.gov/about-us/contact/hr-field-representative-locator>

Q. 1 – Who can use CPNW?

A. 1 – Employees in the Classified Service, including those designated as Managerial or Confidential, those in original probationary periods, Exempts with Leave Plans, and Temporary employees.

Q. 2 – What can CPNW be used for?

A. 2 – CPNW can be used by employees in the following situations when the employee is unable to work or telework:

- a. Employees, symptomatic or otherwise, who are quarantined or required to self-isolate in accordance with the guidelines promulgated by the Vermont Department of Health ("VDH");
- b. Employees who are recommended to self-isolate in accordance with the guidelines promulgated by the VDH;
- c. Employees who are caring for an individual who is quarantined or recommended to self-isolate in accordance with the guidelines promulgated by the VDH;
- d. Employees who are caring for children due to a school or business closure; and
- e. Employees who are prevented from reporting to work by their employer due to COVID-19 related concerns.

Q. 3 – When is the CPNW code available for use?

A. 3 – CPNW is available for use beginning Wednesday, March 18, 2020 through the end of the employee's shift on Sunday, April 5, 2020.

Q. 4 – Is CPNW available for use before Wednesday, March 18, 2020?

A. 4 – No, CPNW is NOT available for use before Wednesday, March 18, 2020.

Q. 5 – If an employee's absence qualifies for CPNW, will they be required to use their own leave balances before using their other earned paid leave?

A. 5 – No, CPNW is to be used in place of earned paid leave (Sick, Annual, Personal, Compensatory Time).

Q. 6 – What does self-isolation mean?

A. 6 – Per VDH guidelines, self-isolation due to COVID-19 is defined as; being personally symptomatic, caring for symptomatic family members, likely to have been exposed, or, personal underlying health conditions.

Q. 7 – Can eligible employees use CPNW without first communicating with their supervisor?

A. 7 – No, employees must communicate with their supervisor before using CPNW.

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Q. 8 – Can employees who are authorized to telework use CPNW?

A. 8 – Employees who are authorized to telework are expected to work and would not use CPNW unless prevented from teleworking for one of the reasons discussed below.

Q. 9 – Can an employee who is sick use CPNW?

A. 9 – Yes.

Q. 10 – Is CPNW available to employees who are absent due to FMLA and/or Parental Leave?

A. 10 – Yes, CPNW is available for use by those on FMLA and/or Parental Leave.

Q. 11 – Can an employee who is not sick but has been quarantined or recommended to self-isolate use CPNW?

A. 11 – Yes, if they are unable to telework.

Q. 12 – Can an employee who is staying home because of concerns with their own underlying health condition use CPNW?

A. 12 – Yes, if they are unable to telework and their underlying health condition(s) have been identified by VDH as making them more susceptible to COVID-19.

Q. 13 – Can an employee **who is teleworking** and has children at home due to school and/or childcare facility closures use CPNW?

A. 13 – Possibly. Employees who are teleworking should communicate with their supervisors about the feasibility of flexing their workday to allow for teleworking. Existing/normal Time Reporting Codes should be used for hours spent teleworking. Hours these employees are NOT able to telework due to time spent caring for the children who would have been attending school, childcare and/or an after-school program would code CPNW.

Q. 14 – Can an employee **who is not able to telework** and has children at home due to school and/or childcare facility closures use CPNW?

A. 14 – Yes, for any hours they would have worked during which the child would have been attending school, childcare and/or an after-school program.

Q. 15 – Can an employee who is filling in for an immediate family member, to provide childcare, whose children are home due to school and/or childcare facility closures use CPNW?

A. 15 – Yes, for any hours they would have worked during which the child would have been attending school, childcare and/or an after-school program.

Q. 16 – Can an employee who comes to work but is sent home by management for COVID-19 related reasons use CPNW?

A. 16 – Yes, if they are unable to telework.

Q. 17 – Can an employee who has been authorized to telework, who is not sick; not in self-isolation; does not have an underlying health condition, but doesn't want to work use CPNW?

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A. 17 – No, an employee in this situation would have to request approval from their supervisor to use discretionary leave (Annual, Personal, Compensatory Time)

Q. 18 – Will employees be required to provide medical documentation to support their use of CPNW?

A. 18 – Not in all cases, however, employees should anticipate supervisors and/or Human Resources asking clarifying questions.

Q. 19 – Can an employee, **who is authorized to telework**, who has an underlying health condition(s), for which self-isolation is recommended, use CPNW?

A. 19 –Yes, for any hours they are unable to telework.

Q. 20 – Can employees, whose positions **do not support telework**, who have underlying health condition(s), for which self-isolation is recommended, use CPNW?

A. 20 – Yes, these employees can utilize CPNW.

Q. 21 – Can an employee, **who is authorized to telework**, who resides with someone who has an underlying health condition(s), but does not require care, for which self-isolation is recommended, use CPNW?

A. 21 –No.

Q. 22 – Can employees, whose positions **do not support telework**, who reside with someone who has an underlying health condition(s), but do not require care, for which self-isolation is recommended, use CPNW?

A. 22 – No, these employees cannot utilize CPNW, unless they have been prevented from reporting to work by their employer.

Q. 23 – Can an employee who is required to report for duty with the National Guard as part of the response to COVID-19 code CPNW?

A. 23 – No, these employees should code either paid or unpaid military leave as applicable.

Q. 24 – Is CPNW "good time" for overtime?

A. 24 – No, CPNW is not considered as time actually worked for overtime eligibility.

Q. 25 – Will CPNW impact my bi-weekly annual and sick leave accruals and/or quarterly personal leave awards?

A. 25 – No, CPNW will not negatively impact leave accruals and/or quarterly personal leave awards.

Q. 26 – Will an employee's original probationary period be extended due to the use of CPNW?

A. 26 – Yes.

Q. 27 – Can Temporary employees use CPNW?

A. 27 – Yes, if they meet one of the scenarios described above.

- a. Temporary employees with a regular schedule would code CPNW for any regularly scheduled hours they would have otherwise worked.

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- b. Temporary employees who are sporadic and/or do not have a regular schedule will be able to code an average of the regular hours worked over the past three (3) months, up to a maximum of forty (40) hours per week. These employees should check with their supervisor and/or Human Resources.

NOTE: Employees of the **Judicial and Legislative Branches** as well as Municipal employees paid through the State of Vermont payroll system should contact their Human Resources offices with questions pertaining to absences from work related to COVID-19.