

COVID-19 ABSENCE REPORTING FOR NON-CERTIFIED STAFF

IF YOU ARE NOT FEELING WELL...

- 1 Enter absence in SEMS or other regular method of reporting absence. Request sub, if necessary.
- 2 May use:
 - Sick leave or apply for FFCRA
 - If approved for FFCRA, request HR update absence reason code from Sick to Additional Staff Required. Once updated, your Sick Leave will not be used.

IF YOU ARE FEELING WELL, BUT ARE UNABLE TO REPORT TO WORK...

- 1 Unless your position has been identified as eligible for remote working, please follow the below:
- 2 Enter absence in SEMS or other regular method of reporting absence.
- 3 Request sub, if necessary.
May use:
 - Sick leave or
 - Apply for FFCRA
 - If approved for FFCRA, request HR to update absence reason code from Sick to Additional Staff Required. Once updated, your Sick Leave will not be used.

IF YOU ARE FEELING WELL, ARE ABLE TO WORK AND HAVE BEEN APPROVED FOR SHORT-TERM REMOTE WORKING...

- 1 Is a sub required?
- 2 YES NO If a sub is required:
 - Enter absence in SEMS as Sick to request sub.
 - Request HR update absence reason code from Sick to Additional Staff Required. Once updated, your Sick Leave will not be used.
- 3 NO If no sub is required:
 - Record hours as regular time worked.
 - No entry in SEMS required.