

➤ **Leave Usage Requirements based on Employee Type**

Normal OSU policy should be followed for leave usage with some exceptions (exceptions discussed below).

Unclassified Employees

All accrued leave must be used prior to Families First Emergency Leave begins unless noted below:

- **COVID-19 Leave** – must be exhausted before using sick leave
- **Sick Leave** – must be used after COVID-19 leave until exhausted
- **Vacation Leave** – vacation leave is to be used after exhausting sick leave. If you elect to retain your vacation balance, vacation leave will not be available until after returning from protected leave. If you elect to retain your vacation, you must notify the Protected Leave Office via [email](#) before going out on leave. Unclassified employees have the option to retain their entire balance of vacation. There is not an option to retain a partial vacation leave balance.
- **Compensatory Time (if applicable)**

Classified Employees

All accrued leave must be used prior to Families First Emergency Leave begins unless noted below:

- **COVID-19 Leave** – must be exhausted before using sick leave
- **Sick Leave** – must be used after COVID-19 leave until exhausted
- **Vacation Leave** – vacation leave is to be used after exhausting sick leave. May elect to retain up to 40 hours of accrued vacation leave per *SEIU Collective Bargaining Agreement, Article 47-Vacation Leave, Section 14*. The notification of your wish to retain up to 40 hours of vacation must be made via [email](#) to the Protected Leave office prior to going out on leave.
- **Personal Leave Day**
- **Exchange Time**
- **Compensatory Time**

Timesheet Default Rules:

- If an employee does not tell the Protected Leaves Office that they want to retain vacation via email prior to their leave beginning, then default to use it before the FFEL begins.

➤ **What does Families First Coronavirus Act Emergency Leave look like on a timesheet?**

2/3 Families First Emergency Leave; 1/3 LWOP: If you normally work 8 hours per day, you would report 5.33 hours of Families First Emergency Leave and 2.67 hours of LWOP. If you work less than 8 hours per day, your hours would be 2/3 FFEL and 1/3 LWOP of your FTE.

Date	Pay Code	Hours	Leave Case
Sun 04/19	Select Pay Code		
Mon 04/20	Families First Emergency Leave	5.33	
	LWOP	2.67	
	Leave of Absence	8.00	10554

NOTE: LWOP & Accrued Leave taken should equal the number of Leave of Absence hours

- **Timesheets should be completed at the beginning of your continuous leave for the entire estimated duration of your leave. If they are not completed at the beginning of your leave, it is very important that you complete your timesheet by the 15th of each month to ensure your pay is accurate.**

If you have questions about how to complete your timesheet, please contact the Protected Leaves Office at: fm1a@oregonstate.edu