

**From:** [Cfaes-all](#) on behalf of [CFAES HR via Cfaes-all](#)  
**To:** [cfaes-all@lists.service.ohio-state.edu](mailto:cfaes-all@lists.service.ohio-state.edu)  
**Subject:** [cfaes-all] Leave Options During COVID-19 Emergency  
**Date:** Tuesday, April 7, 2020 8:03:36 AM  
**Attachments:** [ATT00001.txt](#)

---

Dear Colleagues:

We hope you are keeping well in this unprecedented time. Leave options are top of mind for many faculty and staff in CFAES, and we want to let you know that new information is on the HR website about employee [leave options during COVID-19](#). Ohio State offers several leave options, including regular accrued time and university disaster leave. In addition, the HR website offers scenarios to help employees choose how to use the expanded leave options available through the federal Families First Coronavirus Response Act.

### **Key considerations**

- Faculty, staff and graduate associates are eligible for university-paid disaster leave when they are able to work but the university has no onsite work or telework available for them. The department or unit determines an employee's eligibility for disaster pay. You may also consult [Disaster Leave Policy 6.28](#) regarding eligibility. University leadership will determine on a weekly basis whether and how disaster leave will continue.
- The Families First Act is a federal law that requires emergency paid sick leave or expanded paid family and medical leave (FML) for reasons related to COVID-19. The act applies to faculty and staff who are unable to work or telework. Note: The expanded FML only applies when an employee needs to care for a child whose school or care provider is closed.

### **Exclusions**

Emergency responders and health care providers may be excluded from the emergency paid sick leave and expanded family and medical leave provisions under the Families First Act. Ohio State has determined that employees in the Wexner Medical Center, College of Medicine, Public Safety and Student Health Services are considered "health care providers" or "emergency responders" under the act and therefore, excluded from the emergency paid sick leave and expanded family and medical leave provisions in Families First.

While the Families First Act does not apply to employees in these units, please refer to the [website](#) for other options.

### **Resources**

Additional details on how to select leave options within university timekeeping systems will be available in the coming days. In the meantime, the [website](#) has some helpful

resources, and you can contact your HR Consultant or [cfaeshr@osu.edu](mailto:cfaeshr@osu.edu)

Stay well,

**Brandi and Nicole**

**Brandi Gilbert-Hammett**

Associate Director, HR Business Partner

**Nicole Wakeley**

Associate Director, HR Business Partner