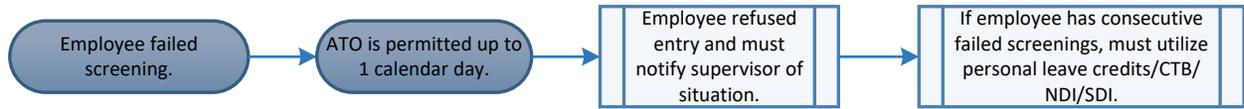


Administrative Time Off Decision Tree (Rev. 10/09/2020)



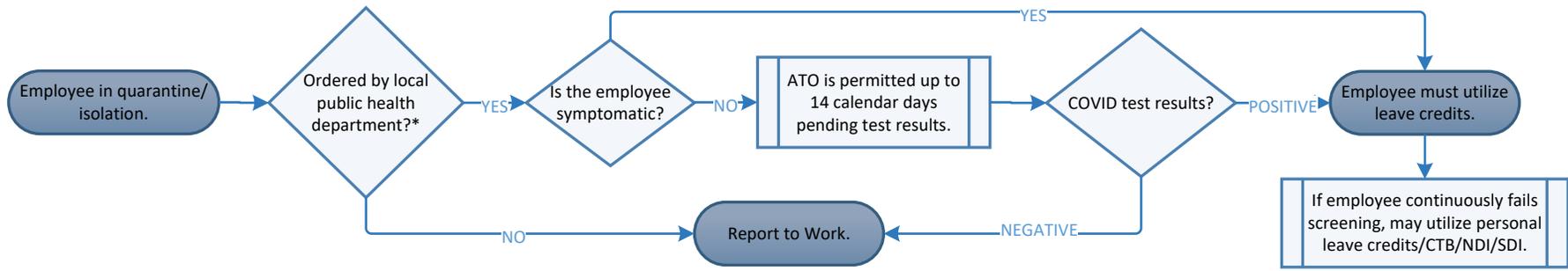
Hiring Authorities: Consult with your Return to Work Coordinator for all requests which include a doctor's note. Doctor's notes must include the word "quarantine/isolate" to be eligible.

Failed Screening
Sept 21, 2020 - Current

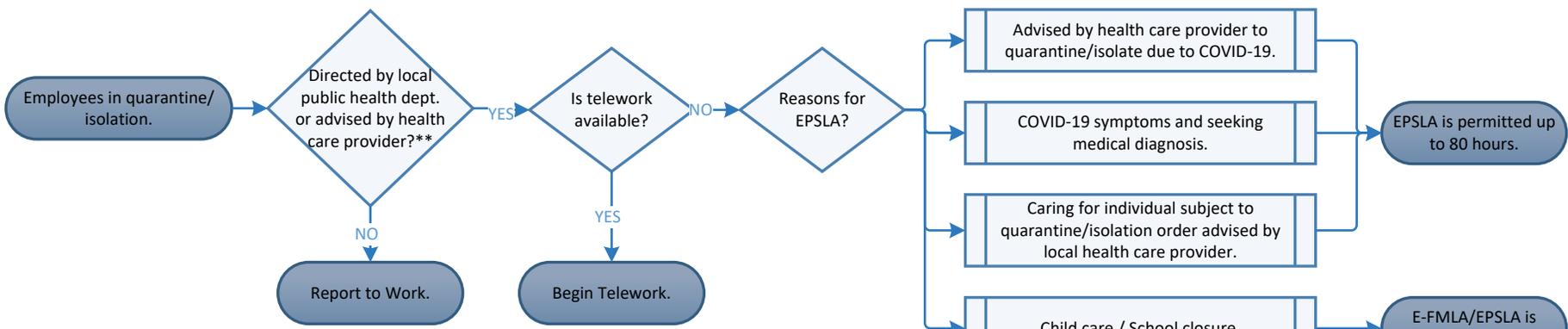


*Note: Please contact your ERO/EDU if experiencing pattern of inappropriate or abuse of this safety guideline.
Employee failed screening: Guidelines for screening available on memorandum; COVID-19 INSTITUTION ENTRANCE SCREENING PROCEDURE – SEPTEMBER 2020*

COVID: Self-Illness
Sept 21, 2020 - Current



FFCRA
Sept 21, 2020 - Current



Note: AB 1867 extends FFCRA benefits to previously excluded employees. Only maximum of 80 ATO hours permitted under FFCRA.

*Local public health department pertains to the Department of Public Health or local county health department.
 **Employees exempt from FFCRA are eligible to receive up to 80 hours of ATO if they are unable to work or telework and advised by a local health care provider to self-quarantine/isolate due to COVID-19.
Note: All leave requests must follow existing local operating procedures.
 - A doctor's note should have an end date.
 - Self-quarantine: Employees who may have been exposed to COVID-19. Employees who are solely identified as high-risk do not qualify under this criteria.
 - Isolation: Employees who have tested positive for COVID-19 and ordered to self-isolate.