Employee Decision Guide for Time Charging

This plan has been approved through April 3, 2020. Represented employees should consult their collective bargaining agreement.

### WHY ARE YOU STAYING HOME?

#### Situation 1
TO CARE FOR AN ILL FAMILY MEMBER

- **Y**: Can you telecommute or work an adjusted work schedule?
  - **STEP 1**: Use incidental family care TRC 430
    - Up to 40 hours at 100% pay
  - **STEP 2**: Use paid family leave TRC 423
    - Up to 6 weeks at 70% pay. Employee may supplement 30% with vacation, vacation-buy, or flex as desired
  - **STEP 3**: Use vacation balance

- **N**: Coordinate with your manager to telecommute or work an adjusted work schedule

#### Situation 2
TO CARE FOR A FAMILY MEMBER (NOT ILL)
*Due to a school or daycare closure*

- **Y**: Can you telecommute or work an adjusted work schedule?
  - **STEP 1**: Use available flex balance
  - **STEP 2**: Use incidental family care TRC 430
    - Up to 40 hours at 100% pay
  - **STEP 3**: Use paid family leave TRC 423
    - Up to 6 weeks at 70% pay. Employee may supplement 30% with vacation, vacation-buy, or flex as desired
  - **STEP 4**: Use vacation balance

- **N**: Coordinate with your manager to telecommute or work an adjusted work schedule

#### Situation 3
YOU ARE FEELING ILL

- **Use ILL 420**
  - **STEP 1**: Use ILL 420
    - Up to 6 weeks at 100% pay, then up to 20 weeks at 70%

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Continued on next
Employee Decision Guide for Time Charging, cont'd

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**WHY ARE YOU STAYING HOME?**

**Situation 4**
YOU WORK IN CALIFORNIA AND A SHELTER IN PLACE HAS BEEN ISSUED
*For non-mission essential personnel*

- **Y**
  - Can you telecommute or work an adjusted work schedule?
  - **Y**
    - Coordinate with your manager to telecommute or work an adjusted work schedule
  - **N**
    - **STEP 1**
      - Use inclement weather TRC 270
      - *Until given further guidance*

**Situation 5**
YOU ARE AT HIGH RISK FOR COMPLICATIONS
*For older adults or person who has severe underlying chronic medical conditions which may cause complications from COVID-19*

- **Y**
  - Can you telecommute or work an adjusted work schedule?
  - **Y**
    - Coordinate with your manager to telecommute or work an adjusted work schedule
  - **N**
    - **STEP 1**
      - Call Sandia Medical at (505) 844-4237 to get authorized TRC