

CIVILIAN DUTY STATUS MATRIX

| SCENARIOS | | ACTIONS | | | |
|--|---|---|--------------------|----------------|--|
| | | Telework ¹ | Report to Worksite | Leave Options | |
| IF: | AND: | THEN: | | | |
| The employee is not ill or does not have symptoms of COVID-19 | is directed to stay home by: | a commander or supervisor ² | ✓ | ✗ | <ul style="list-style-type: none"> Weather and Safety Leave³ |
| | | a medical professional or public health authority | ✓ | ✗ | <ul style="list-style-type: none"> Emergency Paid Sick Leave⁴ |
| | is at increased risk for severe illness from COVID-19 | | ✓ | ✓ ⁵ | <ul style="list-style-type: none"> Weather and Safety Leave⁶ Annual Leave Leave Without Pay |
| | has a family member(s) who requires care and the family member is: | a child at home due to school or childcare closures | ✓ | ✓ | <ul style="list-style-type: none"> Emergency Paid Sick Leave Expanded Family and Medical Leave⁷ Annual Leave |
| | | ill or quarantined due to COVID-19 | ✓ | ✓ ⁸ | <ul style="list-style-type: none"> Emergency Paid Sick Leave Sick Leave Annual Leave |
| | is designated as an emergency employee ⁹ and ordered to the worksite | | ✗ | ✓ | <ul style="list-style-type: none"> Annual Leave |
| The employee is ill or has symptoms of COVID-19 | | Sick Leave or Emergency Paid Sick Leave | | | |

¹ Employees may telework if they occupy a telework eligible position and have a telework agreement.

² The commander or supervisor either directs the employee to stay home because of possible exposure or because the employee has symptoms that might be COVID-19.

³ Weather and safety leave is not an entitlement and is generally only available to non-telework program participants. Under DoDI 1400.25 Volume 610, "DoD Civilian Personnel Management System: Hours of Duty," approval authority is the commander or head of activity unless further delegated.

⁴ The Emergency Paid Sick Leave Act authorizes up to 80 hours of paid leave to employees in specified circumstances. See OPM Guidance, dated April 23, 2020. W&SL may be appropriate if an employee has exhausted PSL.

⁵ Appropriate exposure mitigation measures are in place.

⁶ See Office of Management and Budget Memorandum, "Updated Guidance on Telework Flexibilities in Response to Coronavirus," March 12, 2020. Employees may be required to provide medical documentation consistent with the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794.

⁷ The Emergency Family and Medical Leave Expansion Act authorizes up to 10 weeks of paid leave to employees in specified circumstances. Only employees covered by Title I of the Family and Medical Leave Act are potentially eligible for expanded family and medical leave.

⁸ Unless directed by a medical professional, public health authority, commander or supervisor to stay home because of possible exposure to COVID-19.

⁹ The employee is designated an emergency employee by a commander or supervisor under 5 CFR 630.1605(b) and must report to the worksite even if a telework participant. The commander or supervisor determines the employee is critical to agency operations.