

If telework is NOT an option:

Sick Leave

Family Care Sick related to COVID-19

Employee needs to take care of children who are home due to school/daycare closings related to COVID-19.

Employee is caring for immediate family member who is ill due to COVID-19. Employee will need to follow guidelines provided by IDPH or physician prior to returning to work.

Personal Sick related to COVID-19

Employee is required to self-isolate by physician, IDPH, or has traveled outside of Iowa for business or personal vacation.

Employee is sick and it has been confirmed/diagnosed as COVID-19 by a physician or IDPH.

Standard Sick Time Off (NOT related to COVID-19)

Employee is sick and it is not related to COVID-19.

Vacation Leave

Family Care Vacation related to COVID-19

Employee needs to take care of children who are home due to school/daycare closings related to COVID-19 and does not want to use sick leave.

Employee is caring for immediate family member who is ill due to COVID-19 and does not want to use sick leave. Employee will need to follow guidelines provided by IDPH or physician prior to returning to work.

Personal Vacation related to COVID-19

Employee is required to self-isolate by physician, IDPH, or has traveled outside of Iowa for business or personal vacation, and does not want to use sick leave.

Employee elects to self-isolate due to COVID-19.

Standard Vacation Time Off (NOT related to COVID-19)

Employee is taking time off not related to COVID-19.

