

Allied Services' handling of paid time off due to COVID-19 Virus specifically for divisions that are operational, have not closed and did not experience a lay off.

Reason for Absence	Benefit Banks Allowable	Recommendation
<i>Employee Sick – Non Covid-19</i>	<i>May utilize sick time according to the sick time policy. Also may use holiday, vacation and personal time.</i>	<i>May be eligible for short term disability if elected. Would likely not be eligible for unemployment compensation because not able and available for work If absence is longer than 3 days may be eligible for FMLA leave.</i>
<i>Employee experiencing symptoms of COVID-19 that have been told not to work because your employer feels you might get or spread COVID-19</i>	<i>May utilize sick time, and once exhausted could use holiday, personal, vacation</i>	<i>May be eligible for short term disability if elected. May apply for unemployment compensation and must be able and available for work If absence is longer than 3 days may be eligible for FMLA leave.</i>
<i>Employee is subject to a federal, state or local quarantine or isolation order related to the COVID-19</i>	<i>May utilize vacation, personal or holiday time. May go negative 80 hours in vacation bank and negative 40 hours in personal bank</i>	Employee is encouraged to apply for unemployment compensation and save benefit time for his/her return.
<i>Employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19</i>	<i>May utilize vacation, personal or holiday time. May go negative 80 hours in vacation bank and negative 40 hours in personal bank</i>	Employee is encouraged to apply for unemployment compensation and save benefit time for his/her return.
<i>Employee is caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19</i>	<i>May utilize vacation, personal or holiday time. May go negative 80 hours in vacation bank and negative 40 hours in personal bank</i>	Employee is encouraged to apply for unemployment compensation and save benefit time for his/her return.
<i>Employee is unable to work due to childcare/daycare issues and employee is the primary caregiver where alternative childcare/daycare is not available</i>	<i>Employee may use 3 emergency personal days, if available, and may not use vacation and holiday time unless approved and scheduled by manager</i>	<i>Employee should contact HR to arrange for alternative childcare/daycare. Employee may apply for unemployment compensation</i>
<i>Employee has removed themselves from the workforce because of fear or concern</i>	<i>Employee may use 3 emergency personal days, if available, and may not use vacation and holiday time unless approved and scheduled by manager</i>	Not eligible for unemployment compensation because not able and available for work.
<p>Employee seeking leave because he/she is subject to a quarantine or self-isolation or live/work in a county under government-recommended mitigation efforts must provide a signed statement containing:</p> <ul style="list-style-type: none"> ▪ The employee's name. ▪ The date(s) for which leave is requested. ▪ The coronavirus-qualifying reason for leave. ▪ A statement that the employee can't work or telework because of this reason ▪ The name of the government entity that issued the quarantine or isolation order to which the employee is subject according to the DOL or must provide the name of the health care provider making the quarantine recommendation <p>Someone caring for a person who is quarantined must provide the name of the person that is being cared for along with the above information and include the name of the health care provider who advised the individual to self-quarantine.</p> <p>Rules for eligibility for unemployment compensation due to COVID-19 crisis continue to change, refer to the state website at uc.pa.gov for more information. Employees are encouraged to apply for unemployment, if eligible.</p>		