

COVID-19 Self-Care Supplemental Leave

General Information:

At the Governor's direction, State Personnel worked collaboratively to reach an agreement between the State of Nebraska and NAPE/AFSCME, SCATA and SLEBC for a new leave option for permanent state teammates in light of the December 31, 2020 expiration of the leave provisions of the Family First Coronavirus Relief Act (FFCRA).

State Personnel Director Kevin Workman under Neb. Rev. Stat. § 81-1317 acted to extend this leave option to permanent teammates covered under the Personnel Rules and Regulations.

This purpose of this temporary new form of leave – **COVID-19 Self-Care Supplemental Leave** – is to provide up to 80 hours of leave in the event that a teammate exhausts all available accrued sick leave. COVID-19 Self-Care Supplemental Leave is available for COVID-19 self-care related absences from January 1, 2021 through June 30, 2021 according to the following guidelines.

Qualifying Conditions:

- COVID-19 Self-Care Supplemental Leave is available to qualifying permanent teammates for up to 80 hours of leave if employed full-time, or the number of hours equal to the total hours that the teammate works, on average, over a two week period if employed part-time, minus any FFCRA Emergency Paid Sick Leave and/or COVID-19 Administrative Leave utilized in calendar year 2020, subject to the following eligibility requirements:
 - a) Employee is unable to work or telework and is subject to federal/state/local quarantine or isolation order related to COVID-19; or
 - b) Employee is unable to work or telework and is advised by a health care provider to self-quarantine due to COVID-19; or
 - c) Employee is unable to work or telework and is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

Requesting COVID-19 Self-Care Supplemental Leave:

1. Teammates should request COVID-19 Self-Care Supplemental Leave in advance when possible and those requests will be answered within 2 workdays.
 - In the case of any absence not approved in advance, teammates should inform the first level of supervision outside their bargaining unit as soon as possible.

- Teammates may be required to submit substantiating evidence of eligibility and leave may be denied if the employee fails to do so.
 - Eligibility requirements will be interpreted using U.S. Department of Labor guidance on Emergency Paid Sick Leave under the Families First Coronavirus Response Act as such guidance existed on December 22, 2020.
 - All COVID-19 Self-Care Supplemental Leave shall be forfeited upon separation from employment or on June 30, 2020, whichever occurs sooner.
2. Agency Human Resources should contact Sean Davis, Employee Relations Administrator, at 402-471-8292 or via email [here](#), once leave has been approved.
 - DAS Employee Relations will coordinate the JDE systems activation of the COVID-19 Self-Care Supplemental Leave for qualifying teammates.
 - DAS Employee Relations will communicate back to agency human resources when the leave is activated.
 3. Pay Code 42 (SELF COVID) will be used for COVID-19 Self-Care Supplemental Leave
 - This pay code has also been used for FFCRA leave and COVID-19 Administrative Leave.
 - For COVID-19 Self-Care Supplemental Leave, there will be a marker attached so that COVID-19 Self-Care Supplemental Leave can be tracked separately.

For questions please contact:

- Kevin Workman, State Personnel Director, at 402-471-2833 or via email [here](#) OR
- Sean Davis, Employee Relations Administrator, at 402-471-8292 or via email [here](#).