

**TO: Business Managers and Supervisors**

**FROM: Office of Human Resources**

**DATE: August 19, 2020**

**SUBJECT: Updated guidelines on how to enter paid leave for employees who are not able to work remotely due to COVID-19.**

Recently the State of Nevada provided additional code reasons for employees utilizing paid administrative leave during the COVID-19 pandemic. NSHE has adjusted the Workday leave reasons to reflect this change. Please see below for guidance on how to enter paid leave for employees who are not able to work remotely due to COVID-19. This guidance is organized by employee type.

To view Workday job aids on a remote network, please [follow these instructions](#).

<p><b>Academic / administrative faculty; Postdoctoral scholars; Medical residents; Dental residents</b></p>	<ul style="list-style-type: none"> <li>● Enter the type of time off as “<b>Admin Leave w/ Pay</b>”and list the reason as either:             <ul style="list-style-type: none"> <li>○ <b>COVID-19:1</b> - Government quarantine order</li> <li>○ <b>COVID-19:2</b> - Medical advisement for quarantine or isolation</li> <li>○ <b>COVID-19:3</b> - Experiencing symptoms or exposure</li> <li>○ <b>COVID-19:4</b> - Care for individual given medical advisement for quarantine or isolation</li> <li>○ <b>COVID-19:5</b> - Childcare/school closures or unable to obtain childcare</li> <li>○ <b>COVID-19:6</b> - Similar condition defined by HHS</li> <li>○ <b>COVID-19: Unable to Work Remotely</b> - Off work due to campus closures and there is no remote work available for you</li> </ul> </li> <li>● For Managers, Administrative Assistants, and Timekeepers:             <ul style="list-style-type: none"> <li>○ Prior to approving, review the time off request for a <b>Reason</b> code to validate the request, utilizing the NSHE COVID-19 <a href="#">Families First Coronavirus Response Act (FFCRA)</a> poster available in Workday.</li> <li>○ Contact Absence Coordinator at <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for questions</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>Utilize the NSHE Workday Job Aid for <a href="#">PAY: Time Off Tracking Related to COVID-19</a></li> </ul>
<p><b>Regular Classified Salaried</b></p>	<ul style="list-style-type: none"> <li>Enter the type of time off as “Admin Leave w/ Pay” and list the reason as either:             <ul style="list-style-type: none"> <li><b>COVID-19:1</b> - Government quarantine order</li> <li><b>COVID-19:2</b> - Medical advisement for quarantine or isolation</li> <li><b>COVID-19:3</b> - Experiencing symptoms or exposure</li> <li><b>COVID-19:4</b> - Care for individual given medical advisement for quarantine or isolation</li> <li><b>COVID-19:5</b> - Childcare/school closures or unable to obtain childcare</li> <li><b>COVID-19:6</b> - Similar condition defined by HHS</li> <li><b>COVID-19: Unable to Work Remotely</b> - Off work due to campus closures and there is no remote work available for you</li> </ul> </li> <li>For Managers, Administrative Assistants, and Timekeepers:             <ul style="list-style-type: none"> <li>Prior to approving, review the time off request for a <b>Reason</b> code to validate the request, utilizing the NSHE COVID-19 <a href="#">Families First Coronavirus Response Act (FFCRA)</a> poster available in Workday.</li> <li>Contact Absence Coordinator at <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for questions</li> </ul> </li> <li>Utilize the NSHE Workday Job Aid for <a href="#">PAY: Time Off Tracking Related to COVID-19</a> <ul style="list-style-type: none"> <li><b>If the employee works less than 40 hours per week, enter the hours they would normally work per pay period into Workday and use the “Admin Leave w / Pay” code</b></li> </ul> </li> </ul>
<p><b>Graduate assistant salaried</b></p>	<ul style="list-style-type: none"> <li>This employee type cannot enter time off. If unable to work, a request for accommodation during COVID-19 can be submitted to <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for remote work only.</li> </ul>

<p><b>Letter of appointment salaried</b></p>	<ul style="list-style-type: none"> <li>This employee type cannot enter time off. If unable to work, a request for accommodation during COVID-19 can be submitted to <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for remote work only.</li> </ul>
<p><b>Student Workers</b></p>	<ul style="list-style-type: none"> <li>This employee type cannot enter time off. If unable to work, a request for accommodation during COVID-19 can be submitted to <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for remote work only.</li> </ul>
<p><b>Hourly Employees (Non-Student Workers)</b></p>	<ul style="list-style-type: none"> <li>This employee type cannot enter time off. If unable to work, a request for accommodation during COVID-19 can be submitted to <a href="mailto:hrleave@unlv.edu">hrleave@unlv.edu</a> for remote work only.</li> </ul>