Reason for Using the COVID-19 Time Off Request

Response to the COVID-19 outbreak has continued to evolve and what follows is guidance on pay continuation while unable to work for reasons related to the novel coronavirus. Before proceeding with pay continuation requests, you should first talk with your supervisor to explore how your work may still be accomplished. Through April 3, 2020, if it is determined that no options will work in your situation, non-exempt (hourly paid) staff should enter “USNH COVID Non-exempt” through the Kronos Time Off Request function and existing paid time off balances will not be charged*.

You may be eligible for this pay continuation if you are unable to work for COVID-19 related reasons including:

1. You have been diagnosed with COVID-19;
2. You are in self-isolation or quarantine because you were exposed to COVID-19 or a family member was exposed or diagnosed with COVID-19;
3. Your child’s school is closed and you have no other childcare options.
4. Your hours have been reduced and/or you are unable to perform your duties remotely.

If you are unable to work for reasons other than those stated above, please discuss options with your supervisor and campus HR.

*Effective date and eligible uses are subject to change. Please refer to your campus FAQs for the most up-to-date information regarding the use of this code use.

Request Time Off Using “COVID” Code

You request time off from My Calendar.

Select Main Menu > My Information > My Calendar.

1. In the calendar, select the start day of your request.
2. Select New Request.
3. Select USNH COVID Non-Exempt.
4. Select Apply.
5. Select additional dates if necessary.
6. Enter a start time.
7. Enter a duration
8. Select Review to add a comment.
9. Select Submit.
10. A confirmation panel appears.
11. Select Done.