
- c. Once vacation leave has been exhausted, the team member may utilize up to 80 hours of Non-Work Pandemic Leave¹ to be taken for the online days.
- 5. A team member's child is exhibiting a non-COVID-19-related illness (Allergies, Common Cold)
 - a. Follow standard sick leave procedures.
- 6. A team member's child is exhibiting COVID-19 related symptoms with a negative or no test
 - a. Follow standard sick leave procedures.
 - b. Once all leave has been exhausted, team member may utilize up to 80 hours of Non-Work Pandemic Leave¹ in the event the child is subject to any isolation/quarantine required by the school or childcare center.
- 7. Positive COVID-19 test requiring isolation/quarantine
 - a. Follow standard sick leave procedures.
 - b. Once all leave has been exhausted, the team member may utilize up to 80 hours of Non-Work Pandemic Leave¹ in the event the child is subject to any isolation/quarantine required by the school or childcare center.
- 8. Any other situation that would mandate isolation/quarantine as required by a team member's child's school or childcare center
 - a. The team member may take vacation leave.
 - b. Sick leave may only be taken if the team member otherwise qualifies for sick leave (e.g., taking care of child who is sick).
 - c. Once all leave has been exhausted, the team member may utilize up to 80 hours of Non-Work Pandemic Leave¹.
- 9. Childcare provider tests positive for COVID-19 and either the team member's child is subject to self-isolation/quarantine or the childcare center is temporarily closed
 - a. **The** team member may take accrued vacation leave.
 - b.

Supervisors and team members will work collaboratively to determine the best options for the individual and the department in alignment with the guidance above and with the university's policies, procedures and values. Additionally, they will be expected to communicate frequently regarding any changes/updates that may be necessary during any leave or remote work circumstances. Team members should complete the necessary forms and provide appropriate notice and documentation detailing any changes/updates.

As circumstances change, this guidance is subject to modification.

¹ Once all applicable accrued leave has been exhausted, with the approval of a team member's supervisor, TTUHSC will provide team members up to a total 80 hours of Non-Work Pandemic Leave for COVID-19 related leave requests. The Non-Work Pandemic Leave is a maximum of 80 hours for a rolling 12-month period beginning the first day it is used. Supervisors must consult with their campus HR director prior to approving any request for Non-Work Pandemic Leave. Once Non-Work Pandemic Leave has been exhausted, the team member will be subject to leave without pay.