

COVID-19 Timekeeping Guidelines and Use of Accruals

This page provides timekeeping and leave guidance related to COVID-19 for MD Anderson's workforce.

These timekeeping instructions, however, **do not apply to educational appointees/trainees.**

The institution's response to COVID-19 continues to evolve. President Joe Biden ended the national emergency on April 10, 2023, and as of this date, MD Anderson has sunset leave programs implemented during the pandemic, which includes direct access to EIB, the Major Disaster Donation Pool and the expanded RPL COVID pay program.

Note: The COV code has been sunset. Employees are required to follow regular time off guidelines for absences related to testing positive or quarantining after exposure to COVID-19. **Direct access to EIB** without the use of 16 hours of PTO or other applicable accruals first is no longer an option.

COVID Quarantine Guidelines

A) For information on Quarantine and Return to Work guidelines: [COVID-19: Quarantine & Return to Work](#).

The above link will take you to the current guidelines for the following situations.

- Symptomatic Employee
- Asymptomatic Employee (no symptoms)
- Asymptomatic Employee with **symptomatic COVID-positive household member**
- Asymptomatic Employee with **asymptomatic COVID-positive household member**
- Asymptomatic Employee exposed to a **non-household COVID positive individual**

B) [Employees returning from cruises and international travel](#)

Use of Accruals for COVID-related absences

Employees are no longer able to directly access EIB for COVID-19 related absences. Employees will need to use PTO or other applicable accruals for the first 16 hours if they are off less than 4 days and do not have to call the HR Leave Center. If their leave qualifies for leave programs managed by the HR Leave Center (For example, FML), direct access to EIB is allowed and may require certification from a healthcare provider to support an extended absence.

Note: Employees are no longer required to quarantine due to exposure. See [COVID-19: Quarantine and Return to Work](#).

- Employees who must quarantine for reasons detailed/approved in the [COVID-19: Quarantine and Return to Work](#), must use applicable accruals for the first 16 hours before using EIB. For example: PTO, holiday time, recognition leave, wellness leave.
- Employees who elect to *voluntarily* quarantine must use PTO or other applicable accruals for the full absence and department attendance policies may apply. The use of EIB is not allowed.
- If an employee tests positive and normally works from home, they may continue working remotely even after testing positive, if they are able to do so.
- If an employee tests positive and works onsite, they should work with their manager to obtain approval to temporarily work from home if they are able to do so. If working from home is not approved, they will need to utilize applicable leave accruals for their time away.
- If an employee is sent home due to exhibiting COVID-19 symptoms, flu symptoms or any respiratory symptoms associated with a contagious diagnosis, they should contact the HR Leave Center if the absence is for 4 or more days.

- If an employee's child (under age 18) tests positive for COVID-19, the employee should contact the HR Leave Center to determine if FML is applicable. Employees are not required to quarantine for this reason.

Example A: Employee is unable to work due to daycare closure and cannot work remotely.

Rachel works in an inpatient area and due to the nature of her position, she is not able to work remotely and is unable to work due to school and childcare closure. Since Rachel is unable to work remotely Aug. 25 – Sept. 15, she must use PTO or other applicable accruals for this absence period.

Example B: Employee is directed to self-quarantine by a health care provider – COVID results are negative.

Chris has been directed by his health care provider to self-quarantine for a 7-day period beginning March 29, 2023. This quarantine is not at the directive of Employee Health. PTO or other applicable accruals must be used because MD Anderson no longer requires employees to quarantine if they have not tested positive. Chris does not need to call the HR Leave Center. See [COVID-19: Quarantine and Return to Work](#) for details.

Example C: Employee is experiencing COVID symptoms and is waiting on testing – COVID results are negative.

Steven wakes up with a fever, so he calls into his shift(s) while waiting for his COVID test results. His results come back negative, so Steven must use PTO or other applicable accruals for the absences and should return to work. Steven does not need to call the HR Leave Center.

Example D: Employee is experiencing COVID symptoms and is waiting on testing – COVID results are positive.

Maria wakes up with a persistent cough, so she calls into her shift(s) while waiting for her COVID test results. Her results come back positive and she is unable to work remotely. Maria must call the HR Leave Center to initiate leave for this illness. Direct access to EIB may be used and the HR Leave Center will code her timecard. Her test results will need to be provided.

Example E: Employee is experiencing COVID symptoms and is sent home. Employee is waiting on testing – COVID results are negative.

Mary is a nurse. Her manager sends her home due to experiencing COVID-like symptoms. She gets tested and her test result is negative. She must use PTO or other applicable accruals for any time she missed. Mary does not need to call the HR Leave Center.

Example F: Employee is experiencing COVID symptoms beginning on the weekend and is waiting on testing – COVID results are positive.

Harry, a remote employee who works Monday through Friday, began experiencing COVID symptoms on Saturday. He took a home test on Sunday and it was positive. His symptoms caused him to be unable to work on Monday and Tuesday. He began feeling better on Wednesday and was able to log into work for the rest of the week. Per the EIB policy, Harry will use PTO or other applicable accruals for his absences on Monday and Tuesday.

Example G: Employee's minor child tests positive for COVID.

Susy's 3-year old daughter tested positive for COVID and she needs to stay home to care for her. She will need to contact the HR Leave Center to initiate a leave request. Direct access to EIB may be used and the HR Leave Center will code her timecard. Susy's daughter's test results will need to be provided.
