

**NASA Coronavirus (COVID-19) Leave and Telework Guidance for Employees  
As of March 12, 2020**

**COVID-19 Telework and Leave Options**

This chart was designed to provide guidance to NASA employees regarding telework and leave options that may be utilized during the COVID-19 outbreak.

If:	Take following action:	Type of Request:
You are asymptomatic but are instructed to stay home and practice social distancing or are under quarantine due to potential exposure to COVID-19.	Inform your supervisor of your situation and request telework or weather and safety leave, whichever is appropriate. Seek medical treatment/diagnosis for COVID-19 as directed. (see note 1).	Telework, if applicable (see note 3 and 7) Weather and safety leave (see note 4 and 10)
You are diagnosed with COVID-19 and are symptomatic.	Inform your supervisor, request leave/paid time off and continue medical treatment (see note 1). Telework if able	Accrued sick leave Accrued annual leave Compensatory time Travel compensatory time Credit hours Time Off Awards FMLA Advanced sick leave (see note 11) Advanced annual leave Donated leave Telework, if applicable (see note 3, 6 and 7)
You would like to voluntarily utilize “social distancing” to reduce your chances of acquiring COVID-19	Inform your supervisor and request telework or leave/paid time off.	Telework, if applicable (see note 3 and 7) Accrued annual leave (see note 2) Advanced annual leave Compensatory time Travel compensatory time Credit hours Time Off Awards
You have a child and schools have been closed because of COVID-19. Your child is not sick, but you cannot find a babysitter.	Inform your supervisor and request telework or leave/paid time off.	Telework, if applicable (see note 3, 6 and 7) Accrued annual leave Advanced annual leave Compensatory time Travel compensatory time Credit hours Time Off Awards
You have a minor child/a dependent quarantined under the direction of public health authorities due to a significant risk of exposure to COVID-19.	Inform your supervisor and request telework or leave/paid time off.	Telework, if applicable (see note 3 and 7) Accrued sick leave (see note 5) Accrued annual leave Advanced sick leave Advanced annual leave Compensatory time Credit hours Time Off Awards

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<b>If:</b>	<b>Take following action:</b>	<b>Type of Request:</b>
A dependent/family member is sick with COVID-19, and you are the only person available to take care of him or her.	Inform your supervisor and request leave/paid time off.	Accrued sick leave (see note 5) Accrued annual leave Compensatory time Travel compensatory time Credit hours Advanced sick leave Advanced annual leave Time Off Awards Donated leave FMLA
You are informed the Center is remaining OPEN and are authorized the use of liberal (unscheduled) leave.	If applicable, inform your supervisor of the intent to use liberal (unscheduled) leave. (see note 2)	Accrued annual leave Advanced annual leave Accrued sick leave, as appropriate Compensatory time Travel compensatory time Credit hours Time Off Awards
You are informed the Center is remaining OPEN with restricted access and Mandatory Telework is in place.	<p>If you are telework eligible, then begin teleworking.</p> <p>If you are telework ineligible, request weather/safety leave. If applicable, complete telework agreement for future.</p> <p>Note: You do not have to be on a telework agreement to telework under this scenario. If there is no work, and you cannot perform work at an alternate work site you are considered telework ineligible and you may request weather/safety leave</p>	<p>Telework (see note 3, 6, 7, and 8)</p> <p>Weather/Safety Leave, if telework ineligible. (see note 9)</p>
You are informed the Center is closed and NASA's COOP/pandemic is in place.	<p>You are required to telework and are not eligible for weather/safety leave.</p> <p>Note: You do not have to be on a telework agreement to telework under this scenario. If there is no work, and you cannot perform work at an alternate work site you are considered telework ineligible and you may request weather/safety leave.</p>	<p>Telework (see note 3, 7, 8, and 9)</p> <p>Weather/Safety Leave, if there is no work, and you cannot perform work at an alternate work site then you may request weather/safety leave.</p>
You are informed the Center is closed and NO COOP/pandemic is in place.	<p>If you are telework ready, begin teleworking.</p> <p>If you are found unable to telework or telework ineligible after speaking with your supervisor, you may request weather/safety leave. If applicable, complete telework agreements for future Center closures.</p>	<p>Telework (see note 3, 7, 8, and 9)</p> <p>If you are unable to telework after supervisor discussion request weather/safety leave (see note 4 and 9)</p>

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### Notes:

- (1) Follow [Centers for Disease Control and Prevention \(CDC\)](#) guidance on symptom and exposure criteria.
- (2) Leave requests due to concerns of the possibility of exposure are subject to supervisory approval, based on workload and staffing needs.
- (3) If applicable, eligible employees may telework for any portion of the workday during which they are not directly engaged in child or dependent care. Employees should deduct any time spent providing direct care of a child, parent or dependent from their total hours worked for the day using leave or other paid time off.
  - a. Direct care of a child, parent or dependent is the time spent caring for an individual during which the employee cannot be reasonably expected to perform work (e.g. feeding a child, dressing a parent or child, etc.).
- (4) Weather and safety leave regulations are in 5 CFR part 630, subpart P.
- (5) An employee whose dependent/family member contracts COVID-19 and needs care may use up to 12 weeks (480 hours) of leave, other paid time or, or Leave without Pay. Weather/safety leave is not appropriate if you must stay at home to care for family member who was exposed to COVID-19.
- (6) Teleworking employees are expected to conduct work during the entire workday and must have an appropriate amount of work to complete for the duration of their workday. If needed, supervisors may assign work assignments that are telework conducive (e.g. Training, Research, etc.). If an employee does not have enough work, he or she must either take leave/other paid time off for the entire workday or use a combination of telework and leave/paid time off to account for hours not worked.
- (7) Unscheduled and mandatory telework does not impact your ability to request other leave as appropriate.
- (8) Telework Eligible means the work can be performed outside of the Center (i.e. the work is portable). Telework eligible employees should have a telework agreement in place; however, if they do not, they are still eligible to telework at this time. Employees should use the instructions provided in the FAQs for completing Web-based Time and Attendance Distribution System (WebTADS). Telework eligible employees without a current telework agreement should take the required training and establish a telework agreement as soon as possible.
- (9) Telework Ineligible means the work cannot be performed outside of the Center because it is not portable, and no other portable work can be assigned. For example, employees working in a wind tunnel. If the employee is prevented from safely traveling to/from the worksite and/or cannot safely perform work at a location approved by the agency, then weather and safety leave may be granted. Even if you are ineligible, your supervisor can assign work to you to do at home as appropriate.
- (10) Weather and safety leave may be approved when an asymptomatic employee (i.e., healthy, not displaying symptoms) is subject to movement restrictions (i.e., quarantine) under the direction of public health authorities due to a significant risk of exposure to COVID-19. However, generally if employees have a telework agreement in place and are healthy, they are expected to telework.
- (11) FMLA is an unpaid leave status, unless the employee requests to substitute for other paid time off.

Consult with your Servicing HR office and follow medical advice from CDC or your physician before returning to work after illness or COVID-19 exposure. Frequently Asked Questions (FAQs) and other information have been posted on the Human Resources (HR) Portal <https://hr.nasa.gov/group/guest> and a NASA People public-facing webpage <https://nasapeople.nasa.gov/coronavirus/>. Please monitor the HR Portal and NASA People public webpage and consult with your supervisors if you have any special circumstances.