

**Employee Leave and Telework Guidance for Coronavirus Disease 2019 (COVID-19)  
As of April 1, 2020**

## Telework and Leave Options for COVID-19

The purpose of the following chart is to provide guidance to National Aeronautics and Space Administration (NASA) employees regarding telework and leave options that may be utilized during the Coronavirus Disease 2019 (COVID-19) outbreak.

**Important:** This guidance may change in the future. NASA is waiting on further clarification from the United States Office of Personnel Management (OPM) to determine if there are additional flexibilities available for employees. As information changes, the date at the top of the document will change as well, so you can know if any updates have occurred since the last time you viewed this document.

This document does not currently contain guidance on the expanded use of paid sick leave as outlined in the Families First Coronavirus Response Act. As soon as guidance is received from OPM, this document will be updated to reflect those flexibilities.

If:	Take the following action:	Type of Requests Available:
You are informed the Center is closed.	<p>If you are telework eligible, begin teleworking. A current Telework Agreement is not necessary under this scenario.</p> <p><b>Note:</b> If there is no work/training available or you cannot perform work/training at an alternate work site, you are considered telework ineligible. You may request weather and safety leave (XLV61).</p>	<p>Telework (See notes: 3, 7, 8, and 9)</p> <p>If you are considered telework ineligible after a discussion with your supervisor, you may request weather and safety leave (XLV61). (See notes 4 and 9)</p>
You are diagnosed with COVID-19 and are symptomatic.	<ul style="list-style-type: none"> <li>• Inform your supervisor,</li> <li>• Request leave/paid time off, <b>and</b></li> <li>• Continue medical treatment (See note 1).</li> </ul> <p>You may also request to telework if you are able and wish to do so; however, you are</p>	<ul style="list-style-type: none"> <li>• Accrued sick leave</li> <li>• Annual leave</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Time Off Awards</li> <li>• Family Medical Leave Act (FMLA) (See note 11)</li> <li>• Advanced sick leave</li> <li>• Advanced annual leave</li> </ul>

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If:	Take the following action:	Type of Requests Available:
	not expected to telework while ill.	<ul style="list-style-type: none"> <li>• Donated leave</li> <li>• Telework, if applicable (See notes 3, 6 and 7)</li> </ul>
You would like to voluntarily utilize “social distancing” to reduce potential exposure to COVID-19.	Inform your supervisor and request telework or leave/other paid time off.	<ul style="list-style-type: none"> <li>• Telework, if applicable (See note 3 and 7)</li> <li>• Annual leave (See note 2)</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Time Off Awards</li> </ul>
You have caregiving responsibilities due to school and/or facility closures.	<p>Inform your supervisor and request telework if you are not already teleworking.</p> <p>If able, you may also request intermittent telework and/or request to perform work outside your regular tour of duty, including working outside of core hours.</p> <p>If you have caregiving responsibilities which interrupt your ability to telework, you may request up to 20 hours of excused leave (XLV) per pay period.</p> <p><b>Note:</b> Excused leave is not an entitlement, and each request will be evaluated on a case-by-case basis.</p>	<ul style="list-style-type: none"> <li>• Telework, if applicable (See notes 3, 6 and 7)</li> <li>• Annual leave (See note 7)</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Time Off Awards</li> <li>• Excused Leave (XLV)</li> </ul>

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<b>If:</b>	<b>Take the following action:</b>	<b>Type of Requests Available:</b>
<p>A member of your household is not symptomatic and has been quarantined under the direction of public health authorities due to a significant risk of exposure to COVID-19.</p>	<p>Inform your supervisor and request telework, if you are not already teleworking.</p> <p>If able, you may also request intermittent telework and/or request to perform work outside your regular tour of duty, including working outside of core hours.</p> <p>If you have caregiving responsibilities which interrupt your ability to telework, you may request up to 20 hours of excused leave (XLV) for per pay period.</p> <p><b>Note:</b> Excused leave is not an entitlement, and each request will be evaluated on a case-by-case basis.</p>	<ul style="list-style-type: none"> <li>• Telework, if applicable (See note 3, 6 and 7)</li> <li>• Accrued sick leave (See note 5)</li> <li>• Annual leave (See note 7)</li> <li>• Advanced sick leave</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Time Off Awards</li> <li>• Excused Leave (XLV)</li> </ul>
<p>A dependent/family member contracts COVID-19 and they require your care.</p>	<p>Inform your supervisor and request leave/other paid time off.</p> <p>If able, you may also request intermittent telework and/or request to perform work outside your regular tour of duty, including working outside of core hours.</p>	<ul style="list-style-type: none"> <li>• Accrued sick leave (See note 5)</li> <li>• Annual leave (See note 7)</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Advanced sick leave</li> <li>• Time Off Awards</li> <li>• Donated leave</li> <li>• FMLA (See note 11)</li> </ul>
<p>You are sick with COVID-19, and you have exhausted your available paid leave.</p>	<p>Discuss the situation with your supervisor as soon as possible.</p>	<ul style="list-style-type: none"> <li>• Advanced sick leave</li> <li>• Donated Leave</li> <li>• FMLA (See note 11)</li> </ul>

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<b>If:</b>	<b>Take the following action:</b>	<b>Type of Requests Available:</b>
<p>You are informed the Center is remaining OPEN, and you are authorized the use of unscheduled leave.</p>	<p>If applicable, inform your supervisor of your intent to use unscheduled leave. (See note 2)</p>	<ul style="list-style-type: none"> <li>• Annual leave (See note 7)</li> <li>• Accrued sick leave, as appropriate</li> <li>• Compensatory time</li> <li>• Travel compensatory time</li> <li>• Credit hours</li> <li>• Time Off Awards</li> </ul>
<p>You are informed the Center is remaining OPEN with restricted access and mandatory telework is in effect.</p>	<p>If you are telework eligible, begin teleworking.</p> <p>If you are not telework ready, contact your supervisor to discuss your options. If it is deemed that you are not telework ready, your supervisor may approve weather and safety leave (XLV61).</p> <p><b>Note:</b> A current Telework Agreement is not necessary under this scenario.</p>	<p>Telework (See notes 3, 6, 7, and 8)</p> <p>If you are considered telework ineligible after a discussion with your supervisor, request weather and safety leave (XLV61). (See notes 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 about potential exposure to COVID-19 are subject to supervisory approval, based on workload and staffing needs.
3. If applicable, eligible employees may telework for any portion of the workday, including outside of core hours, 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, or request other paid time off or excused leave (XLV). 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. Employees should discuss work schedule flexibilities with their supervisor. Weather and safety leave regulations are in 5 Code of Federal Regulations (CFR) 630, subpart P. Your supervisor may grant weather and safety leave (XLV61) when it is determined that you cannot safely travel to or from, or safely perform work at your normal worksite, a telework site, or other approved locations because of COVID-19.
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 off, or Leave without Pay. Weather and safety leave (XLV61) is not appropriate if you must stay at home to care for family member who has been exposed to COVID-19 and you would otherwise be able to telework.
6. Teleworking employees are expected to conduct work during the entire workday and must have an appropriate amount of work or training 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 there is not enough work available, the employee may request weather and safety leave (XLV61).
7. Unscheduled and mandatory telework does not impact your ability to request other leave as appropriate.
8. “Telework Eligible” means the work or training can be performed outside of the Center (i.e., the work or training 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 employee’s 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 (XLV61) may be granted. Even if you are ineligible, your supervisor can assign work for you to do at home, as appropriate.
10. Weather and safety leave (XLV61) 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 and they are telework ineligible. 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.

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12. Consult with your Servicing Human Resources (HR) Office and follow medical advice from the 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 HR Portal (<https://hr.nasa.gov/group/guest>) and a [NASA People Coronavirus Information Web page](https://nasapeople.nasa.gov/coronavirus/) at: <https://nasapeople.nasa.gov/coronavirus/>. Please monitor these sites and consult with your supervisors if you have any special circumstances.