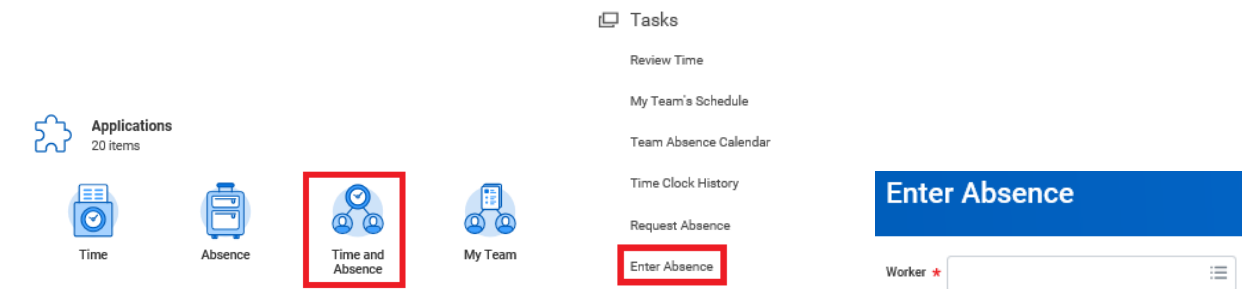
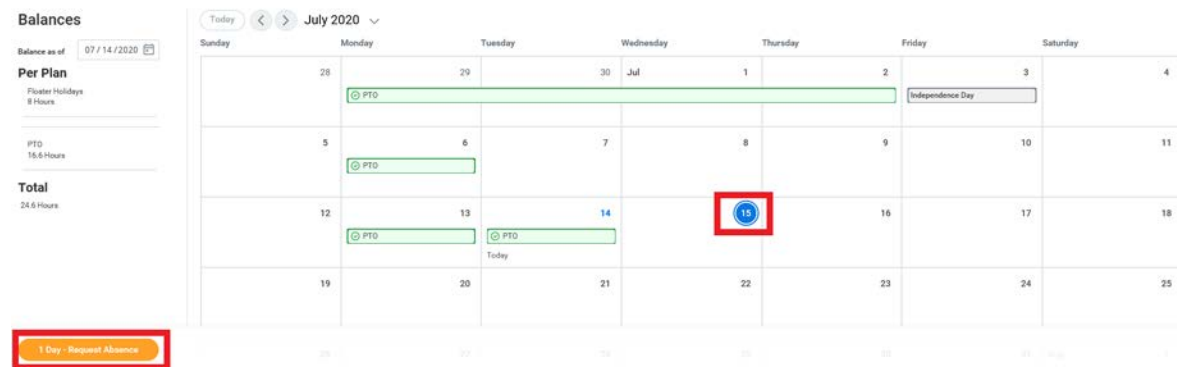


Managers Entering Special Absences on Employees Timesheets

Navigate to employee's absence calendar from the Workday Home page > **Time and Absence** icon > **Enter Absence** > enter **Worker's** name.

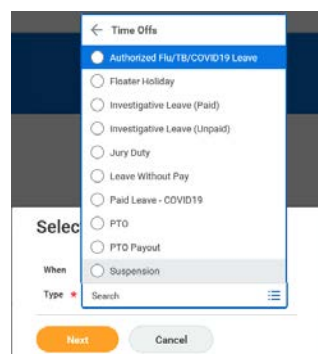


Either click on a specific date in the calendar, or **Select Date Range** button for more than one day. Click on **Request Absence** button at the bottom of the screen.

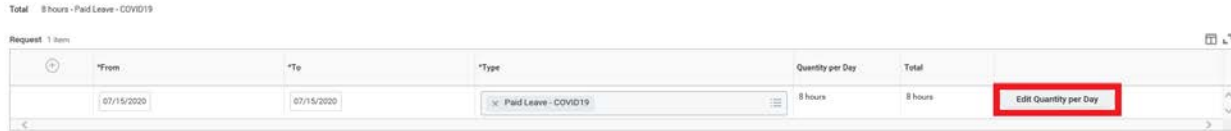


Select Absence Type dialogue box will open. Select **Time Offs**, then choose from the Time Offs options and click the **Next** button.

For paid leave related to COVID please select Paid Leave – COVID19. If the employee has exhausted the available COVID Leave, select either PTO or Authorized FLU/TB/COVID19 leave to incur negative PTO. To determine eligibility for COVID Leave, please refer to Employee Health's COVID-19 Employee FAQs.



If hours for the day need to be edited, click on **Edit Quantity per Day** button. Then click **Submit** button.



APPENDIX A – EXCERPT FROM EMPLOYEE HEALTH’S COVID-19 EMPLOYEE FAQS

The algorithm below outlines support for employees for absences related to COVID-19.

If an employee is in a high-risk category	<ul style="list-style-type: none"> ○ Support telecommuting first, if possible ○ If cannot telecommute, or elects not to: use PTO (negative PTO can be accrued up to 80 hours)
If an employee is under self-imposed quarantine or recommended quarantine	<ul style="list-style-type: none"> ○ Notify Employee Health ○ Support telecommuting first, if possible ○ Employee will use PTO
If an employee is under a mandatory quarantine	<ul style="list-style-type: none"> ○ Notify Employee Health if not imposed by MAHEC ○ Support telecommuting first, if possible ○ MAHEC will provide paid time for up to two weeks; the employee will then use PTO for additional time needed (negative PTO can be accrued up to 80 hours)
If an employee has a positive case of COVID-19 or is caring for someone with a positive case of COVID-19	<ul style="list-style-type: none"> ○ Employee Health will inform employee of plan of care ○ MAHEC will provide paid time for up to two weeks; the employee will then use PTO for additional time needed (negative PTO can be accrued up to 80 hours) ○ Employee will be placed on Leave of Absence (if eligible) after the initial 14 days if needed and qualify