

**Pay During COVID-19 Health Crisis**  
**Revised 4/4/21**

Employee/Circumstances	Pay	Required Steps
Non-Exempt employee working from home	Regular Pay <i>(Overtime and double time pay rules apply)</i>	<ul style="list-style-type: none"> <li>• Actual work hours are recorded on employee’s timecard.</li> <li>• If the employee only works a partial day due to business or operational requirements, the remaining regularly scheduled hours are totaled and coded to OHP.</li> </ul>
Non-Exempt employee required to work on-site	Regular Pay <i>(Overtime and double time pay rules apply)</i>	<ul style="list-style-type: none"> <li>• Work hours are recorded on employee’s timecard. If the employee only works a partial day due to business or operational requirements, the remaining regularly scheduled hours are totaled and coded to OHP.</li> <li>• Employees who “swipe” a time clock should follow current department guidelines regarding clocking in and out during their shift.</li> <li>• Supervisors of employees who only work a partial day due to business or operational requirements and “swipe” a time clock should total and code the remaining regularly scheduled hours to OHP.</li> </ul>
Non-Exempt employee not working from home nor on-site due to business or operational requirements	Regular Pay	<ul style="list-style-type: none"> <li>• Regularly scheduled hours are coded to OHP on employee’s timecard.</li> <li>• Supervisors of employees who “swipe” a time clock should total and code regularly scheduled hours to OHP.</li> </ul>
Exempt employee	Regular Pay	<ul style="list-style-type: none"> <li>• No entry is required on the timecard to reflect hours worked.</li> <li>• Full day absences are entered on the timecard using the appropriate pay code (Vacation, sick, personal).</li> </ul>

Sick/Sick Dependent/SCP Pay		
Employee/Circumstances	Pay	Required Steps
<p>Non-exempt employee is out a full or partial day due to their own illness <b>(Not COVID-19 Related)</b></p>	Sick Pay	<ul style="list-style-type: none"> <li>Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick time.</li> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to sick time.</li> </ul>
<p>Non-exempt employee is out a full or partial day due to one of the following <b>COVID-19 related</b> reasons:</p> <ul style="list-style-type: none"> <li>Is subject to a quarantine or isolation period related to COVID-19,</li> <li>has been advised by a health care provider to self-quarantine due to concerns related to COVID-19,</li> <li>is attending an appointment to receive a COVID-19 vaccine,</li> <li>is experiencing symptoms related to a COVID-19 vaccine, or</li> <li>is experiencing symptoms of COVID-19 and seeking a medical diagnosis</li> </ul>	SCP	<ul style="list-style-type: none"> <li>Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP.</li> <li>Full day absences due to a qualifying COVID-19 reason should be recorded on the timecard using SCP.</li> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to SCP.</li> <li>If the employee has exhausted SCP, the absence should be coded to sick time.</li> </ul>
<p>Non-Exempt employee is out a full or partial day due to the illness of a family member <b>(Not COVID-19 Related)</b></p>	Sick Dependent Pay	<ul style="list-style-type: none"> <li>Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to sick dependent time.</li> <li>Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to sick dependent time.</li> </ul>

Sick/Sick Dependent/SCP Pay		
Employee/Circumstances	Pay	Required Steps
<p>Non-Exempt employee is out a full or partial day due to one of the following <b>COVID-19 related</b> reasons:</p> <ul style="list-style-type: none"> <li>• is caring for a family member who is subject to a quarantine or isolation order, or who has been advised to self-quarantine by a health care provider, or</li> <li>• is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19</li> </ul>	SCP	<ul style="list-style-type: none"> <li>• Record any hours worked on the timecard, the remaining regularly scheduled hours are totaled and coded to SCP.</li> <li>• Full day absences due to a qualifying COVID-19 reason should be recorded on the timecard using SCP.</li> <li>• Supervisors of employees who “swipe” a timeclock should total and code the remaining regularly scheduled hours to SCP.</li> <li>• If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.</li> <li>• If the employee has exhausted SCP and the absence is related to school closure, the absence should be coded to vacation or personal time.</li> </ul>
<p>Exempt employee is out due to their own illness <b>(Not COVID-19 Related)</b></p>	Sick Pay	<ul style="list-style-type: none"> <li>• Full day absences should be coded to sick time on the timecard.</li> </ul>
<p>Exempt employee is out a full or partial day due to one of the following <b>COVID-19 related</b> reasons:</p> <ul style="list-style-type: none"> <li>• Is subject to a quarantine or isolation period related to COVID-19,</li> <li>• has been advised by a health care provider to self-quarantine due to concerns related to COVID-19,</li> <li>• is attending an appointment to receive a COVID-19 vaccine,</li> <li>• is experiencing symptoms related to a COVID-19 vaccine, or</li> <li>• is experiencing symptoms of COVID-19 and seeking a medical diagnosis</li> </ul>	SCP	<ul style="list-style-type: none"> <li>• Full day absences, due to a qualifying COVID-19 reason, are entered on the timecard using the SCP pay code.</li> <li>• If the employee has exhausted SCP, the absence should be coded to sick time.</li> </ul>
<p>Exempt employee is out due to the illness of a family member <b>(Not COVID-19 Related)</b></p>	Sick Dependent Pay	<ul style="list-style-type: none"> <li>• Full day absences should be coded to sick dependent time on the timecard.</li> </ul>

Sick/Sick Dependent/SCP Pay		
Employee/Circumstances	Pay	Required Steps
<p>Exempt employee is out a full or partial day due to one of the following <b>COVID-19 related</b> reasons:</p> <ul style="list-style-type: none"> <li>• is caring for a family member who is subject to a quarantine or isolation order, or who has been advised to self-quarantine by a health care provider, or</li> <li>• is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19</li> </ul>	SCP	<ul style="list-style-type: none"> <li>• Full day absences to care for a family member due to COVID-19 should be recorded on the timecards using SCP.</li> <li>• If the employee has exhausted SCP, the absence should be coded to sick dependent time if available.</li> <li>• If the employee has exhausted SCP and the absence is related to school closure, the absence should be coded to vacation or personal time.</li> </ul>
<p><b>Notes:</b>  <b>In accordance with Getty policy, if an employee exhausts their accrued sick/sick-dependent time, their remaining vacation and personal time will be charged.</b></p> <p><b>OHP will only be used when an employee is short regularly scheduled hours due to business or operational requirements.</b>  <b>Employees who are scheduled to work, but are unwilling or unable are not eligible for OHP.</b>  <b>OHP cannot be used for full days of school/child/family care for exempt or non-exempt employees.</b></p>		