

Version 3.17.2021

COVID-19 Time Away From Work

- **What if I've already taken my accrued time to get a COVID-19 vaccine?**
 - Please contact your local HR/labor representative (NYPA) or timekeeper (Canals) to adjust your time retroactively.
- **What if I've already used accrued time due to feeling ill after receiving a COVID-19 vaccine?**
 - Please contact your local HR/labor representative (NYPA) or timekeeper (Canals) to adjust your time retroactively.
- **How do I track time for a vaccine as of April 1, 2021?**
 - For new vaccines being tracked, please track as follows:
 - NYPA sites:
 - Use "Miscellaneous" (code 18 or applicable OT code) with the Work Order/WBS Element previously provided and note "COVID vaccine." If you were not provided a Work Order, please contact your site Finance Manager.
 - NYPA WPO, Albany, Buffalo and Syracuse offices:
 - Use "Miscellaneous" (code 18 or applicable OT code) with the note "COVID vaccine." No Work Order or WBS Element is required.
 - Canals:
 - Use "Sal Cont - 100%" (code 2800 for Canals) with the note "COVID vaccine."
- **I work at one of NYPA sites and used a work order to track my time off for the vaccine or illness related to the vaccine. Do I need to continue to do that?**
 - Yes, in addition to recording time as indicated above.
- **If I'm traveling for recreational purposes, not to care for a family member, can I still use the 10-workday bank of COVID-19 days to quarantine?**
 - No. The 10-workday bank of COVID-19 days only applies to travel quarantine (pre- or post-travel) related to caring for an ill family member.
- **Can I use any COVID-19 days to care for my children who are attending school remotely?**
 - No. While NYPA/Canals had extended this coverage past the date the federal law ended on Dec. 31, 2020, but is no longer in effect as of April 1, 2021. Resources available through the [Employee Assistance Program](#) (800-833-8707 or powerflexweb.com/1073/login.html, Company Code: NYPA) and [New York State](#) may be helpful. Note, family members of employees may contact EAP directly.
- **How do I add a note on my time entry?**
 - Click on the Daily View tab, select the date to enter the note and click Go. Enter the note on the appropriate line in the "Short Information" field. See detailed instructions in MyPageNYPA > Payroll.
- **When traveling to care for a family member, will any documentation be required?**
 - We reserve the right to ask for documentation that your travel was to care for an ill family member. This is regardless of whether you request a leave of absence for the actual time spent on the care.
- **What if I'm symptomatic and awaiting test results, can I use the 10-workday bank of COVID-19 days to quarantine?**
 - No. Accruals should be used unless you receive a positive COVID-19 test result, at which point accruals can be reversed if you have a balance from the 10-workday bank of COVID-19 days.

• **What are some other scenarios?**

- See chart below for treatment of various scenarios before and after April 1, 2021.

Scenario	Prior to April 1, 2021	As of April 1, 2021
Quarantine for testing positive	Covered – no accruals used	Covered – no accruals used
Quarantine for COVID exposure at work	Covered – no accruals used	Covered – no accruals used, provided no significant COVID safety infractions
Quarantine for COVID exposure outside of work (no positive test)	Covered – no accruals used	Use 10-workday bank of COVID days, use accruals if exhausted
Quarantine for personal travel – recreation	Use vacation accruals until clears requirements	For quarantine post-travel: Use accruals
Quarantine for personal travel – family care	Use vacation accruals until clears requirements	For quarantine (pre- or post-travel): Use 10-workday bank of COVID days and/or accruals
COVID vaccine*	n/a	Up to 4 hours at applicable rate per shot if: <ul style="list-style-type: none"> • Employee schedules own appointment during workday • Company identifies opportunity for employee (during workday or after hours) <i>For all Canals; NYPA union and non-exempt; NYPA exempt paid for day if work any portion</i>
Ill after vaccination*	n/a	Use 10-workday bank of COVID days and/or accruals
COVID-related care	14 paid workdays for childcare or caring for another with COVID (Part 1) plus an additional 10 weeks at \$200/day for childcare (Part 2)	<ul style="list-style-type: none"> • End (federal law ended Jan 1, 2021) • Use vacation accruals and applicable leave programs • Promote other childcare/benefits resources

**Will apply retroactively to Jan. 1, 2021, for employees who already received the vaccine during workday.*

We reserve the right to request documentation related to the 10-workday bank of COVID-19 days.