Overview of Paid Quarantine Leave and Paid Administrative Leave Chart – COVID-19

	Quarantine Leave	Administrative Leave
Who is eligible?	Salaried **Certificated Employees** (BU 05, 06, and their excluded counterparts)	Salaried **Classified Employees** (BU 01, 02, 03, 04, 09, 13, and their excluded counterparts)
When leave may be used?	Qualifying Reasons: 1. An employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; or 2. An employee has been advised by a health care provider to self-quarantine related to COVID-19; or 3. An employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.	Qualifying Reason: 1. An employee has been advised by a health care provider to self-quarantine related to COVID-19.
How much leave may be taken?	• In accordance with the Federal, State, or local travel quarantine regulations. • Health care provider documentation with dates of absence.	• Up to 10 calendar days with health care provider confirmation of dates of absence.
How leave may be taken?	• Continuously; due to having to quarantine in accordance with Federal, State, or local travel quarantine or health care provider documentation.	• Continuously; due to having to quarantine in accordance with health care provider documentation.
Forms to complete and file at the school or office	Form DOE OTM 300-001 **OR** Form DOE G-1 • Quarantine Leave (leave code 59) Travel itinerary for qualifying reason #1 or health care provider documentation for qualifying reasons #2 and #3.	Form DOE G-1 • Administrative Leave – DOE (leave code 35) Health care provider documentation for qualifying reason #1.

For questions, contact Office of Talent Management - Employee Records and Transactions Section

February 2021

Paid Quarantine Leave and Paid Administrative Leave Chart – COVID-19
Leave Code Chart

Type of Leave on Leave Request Form	TnA Leave "Drop Down" Menu	TnA Form 7 Code	TnA Form 7 Legend	SFE/TSEAS Form DOE G-1 Form DOE OTM 300-001 Code
Quarantine Leave	"Quarantine Leave"	"] "	"] (59) Quara Leave "	59
Administrative Leave	" Admin Lv - DOE"	" w "	"w (35) Admin DOE "	35

2