



# CIVILIAN PERSONNEL FLIGHT FACTSHEET

Current as of September 2023

## COVID-19 RELATED LEAVE STATUS

*Applicable to U.S. appropriated fund (APF) civilian employees*

**PURPOSE:** To summarize the appropriate leave status of civilian employees due to COVID-19 related absences.

### VACCINE-RELATED ABSENCES:

**Obtaining COVID-19 Vaccines and Booster Shots:** Employees are permitted up to 4 hours of administrative leave to receive a COVID-19 vaccine or authorized booster shot, or to accompany a family member to receive a COVID-19 vaccine or authorized booster shot. This includes time spent traveling to/from the vaccination location and any waiting time. If an employee spends less than 4 hours traveling to/from the vaccination location and obtaining the shot, they will only be granted the needed amount of administrative leave. **ATAAPS: LN, hazard code for physical fitness, PF.** *Note: Employees will not be credited with administrative leave or overtime work for time getting a vaccination or booster outside of their tour of duty.*

### **Adverse Reactions:**

- **Employees:** An employee who experiences an adverse reaction to a COVID-19 vaccine or booster that prevents the employee from working/teleworking will be granted no more than two workdays of administrative leave for recovery associated with a single vaccination dose. **ATAAPS: LN, hazard code PF.** If an employee needs more than two workdays to recover, they should request sick leave or other **personal leave**.
- **Family Member:** If a family member experiences an adverse reaction to the vaccination and requires the employee's presence and/or care, the employee should request sick leave for family care or other **personal leave**.

### WORKPLACE ACCESS RESTRICTIONS/TELEWORK AND LEAVE

Employees who remain out of the workplace because of COVID-19 symptoms and who are waiting for a test result may telework if able to do so. If they are unable to do so or do not feel well enough to telework, they may request sick leave, use accrued annual leave or other forms of earned paid time off (e.g. compensatory time off or credit hours), or request unpaid leave, as appropriate. Weather and safety leave is unavailable in this situation, but to mitigate exposure risks in the workplace, and on a limited basis, up to 1 day of administrative leave may be offered to DoD civilian employees who have COVID-19 symptoms and are remaining out of the workplace while actively seeking to be tested. (Tab 2, section 5.5d of the *Memo from USD(P&R) Re: Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance- Revision 4* at Reference b). DoD civilian employees who test positive for COVID-19 may telework during the 5 days they are required to remain out of the workplace if able to do so. If they are unable to or do not feel well enough to telework, they may request sick leave, use accrued annual leave or other forms of paid time off (e.g., compensatory time off or credit hours), or request unpaid leave in this situation, as appropriate. Weather and safety leave is not available in this situation. (Tab 2, section 5.5e of the *Memo from USD(P&R) Re: Consolidated Department of Defense Coronavirus Disease 2019 Force Health Protection Guidance- Revision 4* at Reference b).

**Family and Dependent Care:** Generally, DAF civilian employees have demonstrated their ability to balance work responsibilities with dependent care needs. OPM has clarified its pre-pandemic guidance on dependent care and telework. In accordance with current DAF telework policy, managers may authorize employees to telework even when they may also have dependent care responsibilities, so long as work and non-work hours are appropriately accounted for. Managers may also require employees to demonstrate their ability to complete their job assignments in such situations. Expectations between supervisors and employees in these situations should be clearly outlined on the DD Form 2946, Telework Agreement. If an employee's presence is required to provide care for a family member who is ill or is subject to quarantine or isolation orders, the employee must request permission to use their personal leave or sick leave for family care while attending to dependent care needs. *See the Ramstein Telework fact sheet located on the Ramstein CPF website (Reference e) for additional*

*information regarding telework requirements and see DoDI1035.01\_AFI36-815, Civilian Telework program, (Reference h) for more detailed information regarding dependent care while teleworking.*

**WORK-RELATED EXPOSURE** COVID-19 is a recordable occupational illness if a worker contracts the virus as a result of performing his/her occupational duties and if all of the following conditions are met: (1) COVID-19 illness is a confirmed case; (2) contraction of COVID-19 is work-related as described in 29 CFR 1904.5 (this condition will require a determination by the commander or supervisor who may require input from the worker's health care provider); (3) the case of illness satisfies the requirement as a recordable illness as set forth in 29 CFR 1904.7 (e.g., medical treatment beyond first aid is required, the number of calendar days away from work meets the stated threshold). If an employee believes they have been exposed and/or have become ill because of a work-related incident, they may file a workers' compensation claim under the Federal Employees' Compensation Act (FECA). More information regarding injury compensation can be found at Reference i or by calling the Total Force Service Center at 1-800-525-0102 or via email at [injury.compensation@us.af.mil](mailto:injury.compensation@us.af.mil).

## **REFERENCES AND RESOURCES**

- a) **DAF COVID-19 website** for the latest COVID-19 Information and DAF Supplementary Guidance to DoD policy <https://www.airforcemedicine.af.mil/COVID-19/>
- b) **DoD Coronavirus website** <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance>
- c) **Safer Federal Workforce Taskforce website** for policy/guidance that cannot be found in DAF supplementary guidance or DoD guidance <https://www.saferfederalworkforce.gov>
- d) **Ramstein CPF website** for additional fact sheets regarding different leave programs and telework <https://www.ramstein.af.mil/Resources/Civilian-Personnel-Flight/>
- e) **OPM website** for OPM COVID-19 information to include post hybrid work environment guidance, OPM memorandums, and WSL FAQs <https://www.opm.gov/policy-data-oversight/future-of-work/post-hybrid-work-environment-guidance/>
- f) **Civilian Pay Portal** to submit a ticket for questions and issues regarding the timekeeping system ATAAPS. Alternatively, employees can refer to their organization's timekeeper <https://csp.cce.af.mil/>
- g) **AF Personnel e-Publishing site to include** DoDI1400.25v630\_AFI 36-815, *Leave*, and DoDI1035.01\_AFI36-815, *Civilian Telework Program* <https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=19&modID=449&tabID=131>
- h) **Injury Compensation** <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000010wYICAY>

Additional guidance on this topic is available from your Employee Relations Specialist. Contact information can be found in the footer below.

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