

## U.S. Office of Personnel Management Fact Sheet



### Information for Employees About Leave Flexibilities During a Pandemic Health Crisis

#### 1. If you are sick during a pandemic health crisis, you may request:

- a. [Sick leave](#)
- b. [Annual leave](#)
- c. [Unpaid leave under the Family and Medical Leave Act \(FMLA\)](#)
- d. Earned [compensatory time off](#)
- e. Earned [compensatory time off for travel](#)
- f. Earned [credit hours](#)

**If you do not have annual or sick leave or other earned paid time off, you may apply for:**

- g. [Advance sick leave](#)
- h. [Advance annual leave](#)
- i. [Voluntary Leave Transfer Program](#)
- j. [Voluntary Leave Bank Program](#) (if available in your agency)
- k. [Emergency Leave Transfer Program](#) (if authorized for a specific emergency)

#### 2. If one or more of your family members is affected by a pandemic health crisis, you may request:

- a. [Sick leave \(up to 13 days for general medical needs\)](#)
- b. [Sick leave for a serious health condition \(up to 12 weeks\)](#)
- c. [Annual leave](#)
- d. Earned [compensatory time off](#)
- e. Earned [compensatory time off for travel](#)
- f. Earned [credit hours](#)

**If you do not have annual or sick leave or other earned paid time off, you may apply for:**

- g. [Advance sick leave](#)
- h. [Advance annual leave](#)
- i. [Voluntary Leave Transfer Program](#)
- j. [Voluntary Leave Bank Program](#) (if available in your agency)
- k. [Emergency Leave Transfer Program](#) (if authorized for a specific emergency)

#### 3. [If your spouse, son or daughter, or parent is affected by a serious health condition, you may request unpaid leave under the Family and Medical Leave Act \(FMLA\).](#)

**4. If you are told to stay home because you have been exposed to a contagious disease, you may request:**

- a. [Sick leave](#)
- b. [Annual leave](#)
- c. Earned [compensatory time off](#)
- d. Earned [compensatory time off for travel](#)
- e. Earned [credit hours](#)

**If you do not have annual or sick leave or other earned paid time off, you may apply for:**

- f. [Advance sick leave](#)
- g. [Advance annual leave](#)

**5. If your child's day care center or school is closed, and your child is not sick, you may request:**

- a. Annual leave
- b. Compensatory time off
- c. Compensatory time off for travel
- d. Credit hours

**If you do not have annual leave or other earned paid time off, you may apply for:**

- e. [Advance annual leave](#)
- f. [Emergency Leave Transfer Program](#) (if authorized for a specific emergency)

**6. If one of your family members dies, you may request:**

- a. Sick leave (up to 13 days)
- b. Annual leave
- c. [Compensatory time off](#)
- d. [Compensatory time off for travel](#)
- e. [Credit hours](#)

**7. If you are healthy, but are afraid to go to work because of a pandemic health crisis, you may request:**

- a. [Annual leave](#)
- b. Earned [Compensatory time off](#)
- c. Earned [Compensatory time off for travel](#)
- d. Earned [Credit hours](#)

[NOTE: Because the Federal Government must continue to operate, if you are able to work and told to do so by your supervisor, you must comply. Employee welfare will always be a concern of your organization. If your worksite is unsafe, alternative work arrangements will be made.]