Permanent Employee Leave Report Instructions – COVID-19
Information is provided below for completing both Bi-weekly and Monthly leave reports.

For those completing Bi-weekly Leave and 28 Day LawTime Reports

1. Access your current leave report via OnePort.
2. Teleworking hours and any hours worked on campus should be recorded as “Regular Hours Worked” on the leave report.
3. Paid administrative leave hours should be recorded as “Other Leave Taken” (located about half way down on the leave report list).
4. **A “COVID-19” reason must be entered in the comments section** for any employee who used paid administrative leave. The options for comments are:
   - COVID19 Child Care/Eldercare
   - COVID19 Quarantined
   - COVID19 Teleworking not available
   - COVID19 Other, *add a valid reason*

   In no case should an employee using “Other Leave Taken” (i.e., administrative leave) record more than 40 hours in a workweek (pro-rated for part-time employees).
5. Employees should record any scheduled vacation, sick (non-COVID related), comp time, etc. as you normally would on the leave report.

For those completing Monthly Leave Reports (Monthly Exempt)

1. Access your current leave report via OnePort.
2. Record any hours taken for scheduled vacation, sick (non-COVID related), etc. as you normally would on your leave report. Remember that leave for exempt employees should be taken in half and whole day increments.
3. Paid administrative leave hours should be recorded as “Other Leave Taken” (located near the bottom on the leave report list).
4. **A “COVID-19” reason must be entered in the comments section** for any employee who used paid administrative leave. The options for comments are:
   - COVID19 Child Care/Eldercare
   - COVID19 Quarantined
   - COVID19 Teleworking not available
   - COVID19 Other, *add a valid reason*

   In no case should an employee using “Other Leave Taken” (i.e., administrative leave) record more than 40 hours in a workweek (pro-rated for part-time employees).
5. If you did not take any leave or accrue any comp time this period, please enter “1” in Leave Report Certification on the first day of the period.

Tip: For all employees, if you use the preview function to review entries prior to submission for approval it can help to ensure all leave is recorded on the correct line.