

RETURN TO WORK

at a glance



CSU PUEBLO

WHAT IF I AM
READY TO GET
BACK TO WORK?

1

**WELCOME
BACK!**

Initial Pay

Employee will
receive regular pay

Leave Options

Annual and Sick
Leave using regular
procedures

WHAT IF I HAVE
SPECIAL
CIRCUMSTANCES
RELATED TO
COVID-19?

Employee Advised to
Stay at Home
(high risk per federal, state, or local order)

Employee has COVID-19, or is
Waiting on Test Results

Employee is Caring for
a Family Member
who is subject to quarantine

Employee is Caring for a Child
whose school/care facility is closed due
to COVID-19

1

If able to and
approved,
employee
works
remotely

Initial Pay

Employee will
receive regular
pay

**Leave
Options**

Annual and Sick
Leave using
regular
procedures

2

If unable to work
remotely, complete
Families First
Coronavirus
Response Act
(FFCRA) leave
request form and
FMLA, if applicable

**Leave Option
1**

May be
eligible for
80-hours of
fully paid
FFCRA leave,
refer to form
for additional
leave options

**Leave Option
2**

Annual and
Sick Leave
using regular
procedure

**Unable to
Return**

Once leave
options are
exhausted,
may be
eligible for
STD, LTD or
unpaid leave
or may resign

WHAT IF SPECIAL
CIRCUMSTANCES
DON'T APPLY, BUT I'M
CONCERNED
ABOUT RETURNING?

1

If able to and
approved,
employee works
remotely

Initial Pay

Employee will
receive regular
pay

**Leave
Options**

Annual and Sick
Leave using
regular
procedures

2

If unable to work
remotely, must use
available Annual
and Sick Leave

**Unable to
Return**

Once leave
options are
exhausted, may
return to work or
resign



SCAN ME