When can I use SF PHELO hours?

You may use your PHELO hours if you are **unable to work or telework** due to any of the following:

1. A local quarantine or isolation order related to COVID-19 shelter-in-place orders. You may also use PHELO leave if you are a member of a "vulnerable population" who is unable to work or telework due to additional restrictions set forth in government orders. Vulnerable populations include people who are (1) 60 years old and older; (2) people with certain health conditions such as heart disease, lung disease, diabetes, kidney disease, and weakened immune systems; and, (3) people who are pregnant or were pregnant in the last two weeks.
2. You have been advised by a health care provider to self-quarantine.
3. You are experiencing symptoms associated with COVID-19 and seeking a medical diagnosis.
4. You are caring for a Family Member who is subject to an order as described in (1) above, has been advised as described in (2) above, or is experiencing symptoms as described in (3) above.
5. You are caring for a Family Member because the school or place of care of the Family Member has been closed, or the care provider of such Family Member is unavailable, due to the Public Health Emergency.
6. The employee is experiencing any other substantially similar condition specified by the Local Health Officer, or under Section 5102(a)(6) of the Families First Coronavirus Act, by the United States Secretary of Health and Human Services.

Do I need to submit a doctor’s note, or note from my day care provider to use hours under PHELO?

No, we ask that you identify the reason for taking the leave in USFWorks, but certification is not required.

If my regular schedule is 37.5 hours per week, can I be paid 40 hours of PHELO per week?

Employees who work 37.5 hours per week will receive a maximum of 75 PHELO hours. Employees who work 40 hours per week will receive a maximum of 80 PHELO hours.
I am a part time employee, am I eligible for hours under PHELO?

Part-time employees will receive hours equal to the average number of hours over a two-week period that the employee was scheduled over the previous six months ending on February 25, 2020.

Do my sick hours have to be exhausted before I can access my PHELO hours?

No, you do not need to exhaust your regular sick hours balance prior to using PHELO hours. PHELO hours can only be used for the above reasons.

Can I use just a few PHELO hours per day until I exhaust the total number of hours available?

Yes, PHELO hours may be taken regardless of whether and when the Employee is scheduled to work provided that the total number of hours worked and of leave taken in a week may not exceed the average number of hours over a one-week period that the Employee was scheduled over the previous six months.

Do PHELO hours expire?

Yes, the PHELO expires on June 17, 2020, unless the Public Health Emergency is terminated before then or extended.

Can I use PHELO hours if I am not scheduled to work?

Yes, PHELO hours may be taken regardless of whether and when the Employee is scheduled to work provided that the total number of hours of leave taken in a week may not exceed the average number of hours over a one-week period that the Employee was scheduled over the previous six months.

Will my benefits be affected if I take time off under the PHELO?

No, your benefits will not be affected, just as your benefits are not affected when you use normal sick hours.

How do I access my PHELO hours?

You may access and request your PHELO hours in USFWorks. Refer to the PHEL job aid for detailed instructions on how to enter your PHEL hours.

Do I have to give notice to use my PHELO hours?

Yes, you must request PHELO in USFWorks or other timekeeping system. As with any other absence, you must notify your supervisor. Advanced notice is preferred for a foreseeable absence. As with any time off requests (sick, vacation etc) you should report your hours in the pay period you use the hours.