

Returning to the Workplace after COVID-19 Paid Time Off

At the end of your COVID-19 time off it's important that you connect with your supervisor to determine next steps. The work we do is essential, and we hope you are well and able to return to work.

If you are returning to work before the end of your requested time, please go back to the [time off intake forms](#) and submit a "Cancellation" and enter the specific dates that you need to cancel.

Return to work

1. Contact your supervisor to coordinate your return to work
 - a. In some cases, alternate work arrangements may be made if you are in a job that can be done from home.
 - b. If you have taken time off for higher risk and are returning, you need to acknowledge your return at [this link](#), or provide documentation from a doctor indicating it is safe for you to return.

Need more time off?

I am scheduled to return to work from:

- School Closure/Day Care Closure
- Caregiver
- Higher Risk
- Quarantine

but I need more time. What are my options?

If you have used all your COVID-19 School Closure/Day Care Closure, Caregiver, Quarantine or Higher Risk paid time off, you have several options. If you have questions on any of these options, **please connect with your supervisor**.

1. You may be eligible for State/Municipal leave.
 - a. Several states and/or municipalities have enacted laws that may provide eligible employees paid time off in the event of school closure. Refer to HR OneStop for [state and municipal paid sick leave laws](#). Wage replacement benefits afforded by state-funded laws may or may not provide absence protection or guaranteed job reinstatement.
2. You may be able to take Vacation/Paid Time.
 - a. Bargained employees may request vacation/paid time off with their supervisor.
 - b. The Management Paid Time Off policy is located [here](#).
3. You may be able to take Excused Unpaid Time.
 - a. Bargained employees may request unpaid excused time off with their supervisor.
 - b. Management employees may take Voluntary Unpaid Time Off (VTO). Click [here](#) for more info.
4. You may be able to take a Leave of Absence (LOA).
 - a. Leave of absence is unpaid time away from work. Details can be found [here](#). Information on how to submit a request can be found at [HR OneStop](#).
5. If you are at higher risk or a caregiver, you may be eligible for the Family Medical Leave Act (FMLA).
 - a. [The Family Medical Leave Act \(FMLA\)](#) allows "eligible" employees to take a job-protected, unpaid leave for up to a total of 12 work weeks in a 12-month period for certain "qualifying events."
6. If you are ill, please see the following section.

My Illness – Sick or Symptomatic COVID-19 time off has ended but I need more time. What are my options now?

If you have questions on any of these options, **please connect with your supervisor**.

1. You may be able to take Illness/Sick Time.
 - a. Sick time is paid time away from work if you are sick or injured. In general, you can use paid sick time if you are going to be out for 7 consecutive calendar days or less. In addition to sick time provided by AT&T, you may also be eligible for protection under the Family Medical Leave Act (FMLA).
2. You may be eligible for the Family Medical Leave Act (FMLA).
 - a. The Family Medical Leave Act (FMLA) allows "eligible" employees to take a job-protected, unpaid leave for up to a total of 12 workweeks in a 12-month period for certain "qualifying events."
3. You may be eligible for Short Term Disability (STD).
 - a. If you are going to be out for more than 7 consecutive calendar days, you may be eligible for Short Term Disability. If you are absent from work as a result of illness or injury short-term disability (STD) benefits may be a continuing source of income for you. For important details regarding specific disability benefits, go to [HR OneStop](#).
4. You may be eligible for a Job Accommodation under ADA.
 - a. If you do not have FMLA time, an accommodation can be requested. A Time-off-Work accommodation can involve intermittent time off or continuous time-off-work. You would need to submit a request through the online system called the Job Accommodation Portal. Visit [HR OneStop](#) for information on Job Accommodations and JA the Portal.
5. You may be eligible for State/Municipal leave.
 - a. Several states and/or municipalities have enacted laws that may provide eligible employees paid time off. Refer to HR OneStop for [state and municipal paid sick leave laws](#). Wage replacement benefits afforded by state-funded laws may or may not provide absence protection or guarantee job reinstatement.
6. You may be able to take a Leave of Absence (LOA).
 - a. Leave of absence is unpaid time away from work. Details can be found [here](#). Information on how to submit a request can be found at [HR OneStop](#).
7. You may be able to take Vacation/Paid Time.
 - a. Bargained employees may request vacation/paid time off with their supervisor.
 - b. The Management Paid Time Off policy is located [here](#).

What Supervisors Need to know

It is the supervisor's role to coordinate the employee's return to work at the conclusion/exhaustion of either the 80 hours of quarantine or 160 hours of "High Risk" / School Closure time off. Please be sure any adjustments to time/payroll codes are updated. Any time needed beyond the maximum time off will be subject to existing policies regarding paid and unpaid time off. Supervisors should consult with their Group Time Reporter (MCPCA for Mobility Retail) or the [eLink Payroll Time Coding Manual](#).

If an employee is returning to work before the end of their originally requested time, please instruct the employee to go back to the time off intake forms and submit a "Cancellation" request for the remaining approved time. Then, enter the specific dates they need to have cancelled.

A supervisor may come across several situations upon the conclusion of the employee's COVID-19 paid time off.

1. The employee returns to the workplace.
 - a. Supervisors will be expected to review with the employee the CDC guidelines including social distancing (stay 6 feet away from others), and any other workplace rules that may have been established for the health and safety of all employees which may include wiping down common areas after use, washing hands frequently and following all good health hygiene practices.
 - b. For the health and safety of all, employees who were off for "Higher Risk" conditions will need to provide medical proof to their supervisor, or submit the [Acknowledgement to Return to Work Form](#) before returning to work.
 - c. If an employee has exhausted the 80-hour entitlement for quarantine, they may return to work as long as they have had no symptoms w/in 72 hours.
2. The employee requests additional time off.
 - a. In the event an employee requests additional time off due to **their own high-risk health condition, School Closure/Day Care Closure, or illness** the employee may be eligible for paid and unpaid time off subject to existing policies. (see "Returning to the Workplace after COVID-19 Paid Time Off")

For more information supervisors are encouraged to visit [COVID-19 \(Coronavirus\) Employee Resources & Recommendations](#) and the [Supervisor's Playbook](#).

If you need Business Unit specific support, please contact your Business Continuity Planning team or your leadership team for additional information.

Other questions may be directed to your HR Business Partner or the [COVID-19 Human Resources Mailbox](#) For international employees go to the [International HR Contact List](#).