

Q: I CANNOT WORK DUE TO COVID-19, WHAT ARE MY OPTIONS FOR PTO USE, UNEMPLOYMENT AND LEAVE OF ABSENCE?

A:

During your required isolation, you should work with your manager regarding the ability for you to work from home. To review next steps for your specific situation, access the [COVID-19 Symptoms flow chart](#).

PTO

- If you are not able to work from home, you may use accrued time (PTO and floating holidays). Once exhausted, you may go up to 40 hours negative PTO or take unpaid time. You may also request PTO from one of the Donation Banks. Please reference the RT PTO Donation Policy for more information.

Leave of Absence

- You may file a claim with Prudential for FMLA and/or short-term disability . Prudential determines eligibility based on individual circumstances; not all claims will be approved if they do not meet the eligibility criteria for FMLA and/or STD. **Visit the RT Intranet > Departments > Human Resources > Leave of Absence and/or Disability to file a claim.**

Unemployment

- You may be eligible for unemployment resources. Access this [link for more information and guidance on unemployment benefits](#) in your state.