

**COVID 19  
HUMAN RESOURCE FAQ SHEET**

**Can I go negative on comp time without using available paid time?**

Employees are required to exhaust available comp time and vacation time. Employees must use available paid time before they are able to go negative on comp time.

**How do I pay back the negative 80 hours? Is there a time limit?**

Employees have until the pay period of December 18, 2020 to make up the negative 80 hours.

**What if I need more than 80 hours?**

Employees have the ability to use available paid time and are able to go negative 80 hours of comp time.

**I have symptoms, and I'm staying home. Do I need to use my paid leave?**

Yes, employees will need to exhaust their available paid time (sick, vacation, compensatory time). Once the available paid time is exhausted, employees are able to go negative 80 hours in their compensatory time.

**I have symptoms. How long do I have to stay home?**

Employees who are exhibiting symptoms should make contact with their health care provider.

**I'm not comfortable working with the public.**

Employees who have concerns completing their daily task should make contact with their supervisor.

**Will gloves and mask be issued?**

In general, no, employees should follow up with their departments for additional guidance.

**I am sick, do I have to come to work?**

If you are sick, you should not report to work and continue to self-monitor for symptoms.

**I am not sick, but I am worried about being around other sick people. Do I have to report to work?**

You should follow your department's established call-in procedures.

**School is closed. Do I have to report to work?**

Yes, however, you should make contact with your supervisor.

**I'm not comfortable coming in.**

You should make contact with your supervisor.

**How do I contact Public Health?**

The hotline is 713-274-3880 and open from 9 a.m. to 7 p.m.