# Communications

**Workers of America**

**District 7**

AFL-CIO, CLC

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**Via Email**

**Q-080**

**March 19, 2020**

**TO:** All CWA legacy Qwest Locals

**F FROM:** Susie McAllister, Assistant to the Vice President

Lisa Avila, Administrative Director

**SUBJECT** Coronavirus FAQ’s

Attached is the Company’s FAQ’s to the Coronavirus. Note that some of the information does not apply to the bargaining unit. You do not need to use your entitlement time or wage replacement before using the emergency PTO. It is stated this way in the document:

Do I have to use all my normal PTO before I can use the emergency PTO?
*No, but your manager must approve emergency PTO and ensure it is related to the specific COVID-19 related reasons defined.*

The use of the term PTO is referring to all paid time off options and is a universal term used in all other parts of the Company.

The payroll code for the emergency PTO is 9998-Emergency Leave.

I know we are still going to have a lot questions come up, and individual situations that will need to be dealt with at the Local level as this is new and still being rolled out. HR is setting up a process to expedite the approval process for employees to take emergency time off.

SM/vk opeiu30 afl-cio

Attachment

C: Staff