Texas Tech University Health Sciences Center
Positive COVID-19 Test Isolation or Quarantine Decision Matrix

Have you or an immediate dependent tested positive for COVID-19 and been asked to isolate or self-quarantine by TTUHSC, Public Health dept, your PCP or your child’s school or childcare provider?

Yes

No

Find appropriate Leave Decision Matrix

Are you or your immediate dependent sick?

Yes

Report sick leave on WTE, WLR or TCP*

If this illness could qualify as a Serious Health Condition under FMLA, follow the FMLA procedures or contact local HR office.

No

Are you able to work remotely?

Yes

Submit Emergency Remote Work Agreement

No

Report as Hours Worked on WTE or TCP

Report as vacation or holiday comp on WTE, WLR or TCP*

*Once all paid leave has been exhausted, contact supervisor or local HR Director.

Glossary of Terms:


Time Reporting Methods:

WTE – Web Time Entry: Non-exempt team members use WTE to report hours worked and leave time taken.

TCP – TimeClock Plus: Non-exempt team members using TCP will continue to report hours through TCP.

WLR – Web Leave Reporting: Exempt team members use WLR to report leave time taken. WLR is accessed from the Employee tab on WebRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.