

# Emergency Leave Guidance

*Reissued July 2021*

The below procedures will remain in force through the 2021-2022 academic year.

1. The university may prohibit you from working on campus if you are known to have contracted COVID-19, or to have had close contact with someone who has. The university is obligated to provide a safe workplace and may take necessary and reasonable steps to minimize health risks for its employees, such as requiring that employees not come to work if they have been diagnosed with, or have been exposed to, COVID-19.
2. Leave may be used if an employee or their immediate family member becomes ill due to COVID-19, he/she is subject to quarantine, or due to a school closure and/or unexpected absence of a care provider for a child or immediate family member.
3. If you are sick or required to quarantine follow normal call-in procedures to notify your supervisor of your condition.
4. For all absences related to COVID-19 (sick, vacation, personal, and/or compensatory time) employees should use the “COVID-19” absence reason. Absences unrelated to COVID-19 should be requested following normal leave procedures.
5. Family Medical Leave is unpaid but will run concurrently with other paid leaves if there are complications that create a “serious health condition” as defined by the Family Medical Leave Act.
6. Employees without sufficient leave balances may follow the guidelines below to stay in paid status:

## **Scenario 1: Employee or immediate family is diagnosed with COVID-19 through testing.**

If an employee or immediate family member is diagnosed with COVID-19 and leave is exhausted, the following options are available to you:

- Use up to 80 hours (10 days) of available donated leave (reference sick leave donation guidelines below); or
- Up to 80 hours (10 days) may be advanced to your sick leave balance. This leave will be repaid as sick leave days are earned.

## **Scenario 2: Employee is mandated by the university and/or a healthcare provider to be quarantined or isolated due to exposure to COVID-19.**

If an employee is subject to quarantine or isolation due to exposure to COVID-19, telework should be considered. If telework is not operationally feasible and all leave sources are exhausted, the employee may:

- Use up to 80 hours (10 days) of available donated leave (reference sick leave donation guidelines below); or
- Up to 80 hours (10 days) may be advanced to your sick leave balance. This leave will be repaid as sick leave days are earned.

### **Scenario 3: Employee must stay home due to school closure and/or the unexpected absence of a care provider for a child or immediate family member.**

The employee may be eligible to telework and should explore that option with their supervisor. If telework is not operationally feasible, the employee will be allowed to use available leave (sick, vacation, personal, and/or compensatory time) to cover his/her absence from work.

### **Scenario 4: Employee chooses to stay home to self-quarantine as a precaution.**

If an employee chooses to stay home and telework is not operationally feasible, the supervisor will consider the request based on operational needs and determine if other work schedule arrangements, including flexible scheduling, are acceptable.

Supervisors may contact Human Resources for additional guidance on any of the scenarios discussed above, or variations of them.

## **EMERGENCY SICK LEAVE DONATION GUIDELINES**

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During this emergency, the University is permitting the donation of sick leave as follows:

### **Donators**

1. Employees who wish to voluntarily donate sick leave must:
  - Be actively employed;
  - Retain a minimum of 480 hours of paid sick leave for their own use; and
  - Donate leave in increments of eight hours.
2. Donations will be accumulated in a pool and will not be returned to the donating employee.
3. The identity of the donors will remain anonymous to the extent permitted by law. 4. To donate leave employees must complete the [COVID-19 Leave Donation Form](#).

## **REQUEST FOR SICK LEAVE DONATIONS**

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1. Donated sick leave is available to an employee:
  - Under isolation due to diagnosis of COVID-19;
  - Symptomatic due to exposure to COVID-19;

- Must care for an immediate family member who is symptomatic due to exposure to COVID-19; or
  - Must care for an immediate family member due to school closure and/or the unexpected absence of a care provider.
2. Upon exhaustion of available leave, employees who meet the above conditions may apply for donated sick leave through this program if they are in need of paid leave. Employees may not apply for leave through this program for any other reason.
  3. An employee is limited to a maximum of 80 sick leave hours under this program.
  4. If an employee is eligible, but unable to apply due to their health condition, a family member or other authorized representative may apply on behalf of the employee.
  5. The employee's right to privacy regarding the nature of their condition will remain confidential to the extent allowed by law. 6. To request sick leave donations employees must complete the [COVID-19 Leave Donation – Recipient Request Form](#).