

# Emergency Temporary Leave Guidelines & Modification Requests

Guidelines Effective March 23, 2020

As the university faces ongoing challenges and rapid change with the COVID-19 situation and working remotely, we will continue to update the following leave guidelines as it becomes available.

## Determining leave options for employees

### **Scenario 1: Employee has COVID-19 symptoms or is sent home due to COVID-19 concerns:**

The employee is required to stay home and call Campus Health at 852-6446 for a COVID-19 testing appointment. During this time the employee may:

- work from home (if able and approved by supervisor and the employee is not sick); or
- use accrued sick, vacation or personal leave (if any available); or
- be placed on unpaid leave (if all other leaves exhausted)

If an employee is absent for more than seven days, they may be eligible for FMLA. If they qualify for FMLA, staff may apply for shared leave after all leave balances are exhausted.

In order to return to work employees must provide their supervisor with documentation from Campus Health, which releases them to return to work. This documentation should not contain a diagnosis or private healthcare information.

### **Scenario 2: Employee has side effects from the COVID-19 vaccination and is unable to work:**

The employee will remain home until side effects subside. During this time the employee may:

- work from home (if able and approved by supervisor and the employee is not sick); or
- use accrued sick, vacation or personal leave (if any available); or
- be placed on unpaid leave (if all other leaves exhausted)

If an employee is absent for more than seven days, they may be eligible for FMLA. If they qualify for FMLA, staff may apply for shared leave after all leave balances are exhausted.

### **Scenario 3: Employee cannot report to work due to childcare/school concerns**

Employees must seek supervisor approval to work from home, temporarily change work shift/hours or supplement the hours they cannot work with their accrued sick, vacation or personal leave. If all leave hours are exhausted employees may seek supervisor approval for an unpaid leave of absence.

### **Scenario 4: Dependent care for family member (as defined in [FMLA policy](#)) 18 years and older**

Employee must seek supervisor approval to work from home, temporarily change work shift/hours or use accrued sick, vacation or personal leave. If all leave hours are exhausted employees may seek supervisor approval for an unpaid leave of absence.

If an employee is absent for more than seven days as a result of caring for a qualified dependent they may be eligible for [FMLA](#). If they qualify for FMLA, staff may apply for shared leave after all leave balances are exhausted.

For any questions beyond these scenarios, please contact [Human Resources](#).

## Additional Temporary Leave Guidelines during COVID-19

### **Temporary policy changes for Shared Leave**

Shared Leave will be available to employees who qualify for FMLA and have exhausted all leave options available to them. Effective through June 30, 2021 (unless otherwise communicated), the one-year service eligibility requirement will be waived for COVID-19 related reasons.

## **FMLA eligibility and Shared Leave**

FMLA continues to be available for any serious medical condition, birth of a child, etc. Shared leave is still available for employees who have exhausted their own leave on FMLA. However, the one-year eligibility requirement is not waived for reasons other than COVID-19.

## **Temporary change for unpaid leave status and health insurance premiums**

If an employee has exhausted all leave options available to them and must go on unpaid leave, they will only be required to *continue payment of their current portion of the health insurance premium* during this time. In normal circumstances, an employee in unpaid leave status is also required to pay the university portion.

## **Request for Modifications**

Staff who self-identify as at-risk (as defined by [CDC](#)) may be eligible for work modifications. To request a modification, staff must inform their supervisor, in writing, of the modifications they are seeking and the reason for the request. These requests should briefly outline how the modification will help the employee perform the essential functions of their job. However, the request may not include detailed personal information such as an employee's age or specific underlying medical condition.

For example, an employee may state: "My current workspace is situated in a high traffic area near the employee breakroom. I am requesting my workspace be relocated to a lower traffic area, so I can limit my contact with others. I am requesting this modification based on my age."

An employee may also state: "I am requesting this modification because I have an underlying health condition that is categorized as "at-risk" by the CDC. I currently work on first shift and encounter several employees, students and guests during the workday. I am requesting to be moved to third shift in order to decrease the frequency of contact with others."

**Supervisors may not ask employees to reveal their age or underlying health condition.** If additional medical information is required, employees will be notified by central HR. Any information obtained will be kept confidential.