

## Temporary policy changes for shared leave

\* Effective immediately, through April 5, 2020. This temporary change will be re-evaluated to determine if the date needs to be changed.

- Temporary waiver of one-year service eligibility requirement
- An employee requiring quarantine will be temporarily eligible for up to two weeks of shared leave (after accrued leave is exhausted), if they are not eligible to telecommute. The employee must provide documentation from the healthcare provider that indicates only the employee's need to remain at home. Diagnosis should not be included.

Shared leave will be available as long as there is a balance in the pool. As of 3/10/20, the balance is 5,518.19 hours.

## Temporary leave guidelines

If an employee *requires quarantine (but has no symptoms)*:

- **Provide documentation:** If an employee requires quarantine, a note from a healthcare professional must be provided.
- **Work from home:** If there is meaningful work, this should be the first option for the duration of the quarantine. VPs, deans and vice provosts determine telecommuting eligibility. Their decision is final.
- **Cannot work from home:** If there is no meaningful work that can be performed at home, the employee must use available sick, personal and vacation time. If they do not have enough time to cover their absence, they can apply for up to two weeks of shared leave.

If employee is *ill and must be isolated*:

- **As with any serious medical condition, the employee must provide documentation and follow the FMLA and shared leave guidelines.** They must use available sick, personal and vacation time. If they do not have enough time to cover their absence, they can apply for up to 480 hours of shared leave.
- **Employees who are ill should not be required to work from home.**