

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. *The following guidelines are effective immediately until April 28, 2020. This temporary change will be re-evaluated to determine if the date needs to be changed.*

Determining leave options for employees

Scenario 1: Employees that meet the following criteria directly related to COVID-19:

The following criteria are likely covered with the new federal programs, [Emergency Paid Sick Leave and FMLA Expansion](#). View the guidelines for full eligibility information and guidance.

1. government issued quarantine or isolation order (i.e. governor stay-at-home mandate)
2. advised to self-quarantine by healthcare provider
3. advised to obtain medical diagnosis after COVID-19 symptoms
4. to care for someone who meets reasons 1-3
5. to care for a child subject to a school or daycare closure

Scenario 2: Employees not eligible to work remotely and cannot come in to work on campus

If the reasons are due to the criteria listed above in Scenario 1, please review the guidelines for [Emergency Paid Sick Leave and FMLA Expansion](#).

For any other reason (including if an employee has self-identified themselves as a vulnerable population), employees must seek supervisor approval to supplement the hours they cannot work with their accrued sick, vacation or personal leave. For medical reasons, such as self-identified vulnerable population with COVID-19, a doctor's note must be provided to the supervisor with the length of time the employee will be unable to work.

Scenario 3: Employees eligible to work remotely, but unable to do so full-time or part-time

Again, if the reasons are due to the criteria listed above in Scenario 1, please review the guidelines for [Emergency Paid Sick Leave and FMLA Expansion](#).

For any other reason, employees must seek supervisor approval to supplement the hours they cannot work with their accrued sick, vacation or personal leave.

Scenario 4: Employee is sent home due to COVID-19 concerns

The employee would be paid SLV leave by the department until the employee can provide documentation regarding their ability to return to work (with or without restrictions) or whether they are required to be quarantined or isolated. If they employee must continue quarantine or isolation, they would follow the guidelines listed above in Scenario 1.

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 April 28, 2020 (unless otherwise communicated), the one-year service eligibility requirement will be waived for COVID-19 related reasons.

FMLA Eligibility and Shared Leave

An employee who must **care for a son or daughter under the age of 18** if their school or place of care has been closed or the child care provider is unavailable due to a COVID-19 related emergency is eligible for FMLA under the FMLA Expansion. View the [Emergency Paid Sick Leave and FMLA Expansion](#) guidelines on how that works. Shared leave can be used to supplement if the employee's own leave is exhausted and they are on FMLA.

FMLA continues to be available for any serious medical condition. 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.