

As the university faces ongoing challenges and rapid change with the COVID-19 situation. We will continue to update the following leave guidelines as appropriate.

## Determining leave options for employees

### **Scenario 1: Dependent care for dependent children required to quarantine**

Employee must provide their supervisor with documentation from their dependent's healthcare provider or school official which indicates the qualified dependent's requirement to quarantine and the duration of the quarantine. The employee may seek approval to work from home or temporarily change work shift/hours. Otherwise, the employee may use accrued sick, vacation or personal leave.

### **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 (e.g., NTI, closings, etc.)**

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](#).**

### **Scenario 5: 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.

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.

## 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/or have exhausted all leave options available to them. Effective through June 30, 2022 (unless otherwise communicated), the one-year service eligibility requirement will be waived for COVID-19 related reasons. You must submit the [Shared Leave Request Form](#) to apply for shared leave.

### **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.