

COVID-19 EMERGENCY PAID LEAVE POLICY
8.21.2020

Effective immediately, and through December 31, 2020, the University will provide each employee up to two weeks of paid leave, based on the employee's regular rate of pay and work schedule, if the employee is unable to work (or work remotely) due to one of the following reasons:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); or
5. is caring for a child whose school or place of care is closed for reasons related to COVID-19

In all instances, the maximum amount of COVID-19 emergency paid leave is two weeks - based on the employee's regular rate of pay and work schedule.

It is possible that an employee experiencing one of the above may not be required to take time off, or may be able to take time off in less than full-day increments due to their ability to work remotely or to alter their regular work schedule. Supervisors and employees are expected to explore available options and be flexible in scheduling whenever possible.

In most instances employees may take COVID-19 emergency paid leave intermittently and in any increment, with supervisor approval. Employees should only report COVID-19 emergency paid leave for the number of hours/days they were actually unable to work. Staff employees must report their leave time under the COVID-19 category on their timesheet or attendance exception report.

Employees taking leave for reasons 1-4 (medical) above may not report to work on campus until the reason for leave is over and it is safe for the employee to return to work. They are eligible to work remotely, if approved by their supervisor, as the underlying circumstances allow.

If the leave is for reasons 1-4 above (medical), but the duration of the required leave is beyond what is provided under this policy or the employee has already exhausted their emergency paid leave allotment, an employee may be eligible for FMLA and paid sick leave consistent with existing policies as reflected within the faculty and staff handbooks.

If the leave is for reason 5 above (school closure), but the duration of the required leave is beyond what is provided under this policy, staff employees are eligible to use accrued vacation time, with supervisory approval, to the extent available, to cover necessary absences.

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused emergency paid sick leave will not be carried over to the next year nor are employees entitled to payment or reimbursement for unused COVID-19 emergency paid leave upon termination, resignation, retirement, or other separation from employment.

Employees must notify their supervisor and Human Resources (hr@franciscan.edu) of the need and specific reason for leave under this policy either prior to leave (where foreseeable) or as soon as practicable after the leave commences. Verbal notification will be accepted until practicable to provide written notice.

Documentation supporting the need for leave must be provided to Human Resources:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
- For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her supervisor must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue on leave.