

RETURN-TO-CAMPUS GUIDANCE ON USE OF SICK LEAVE - JULY 2020

The Office of Human Resources appreciates the patience and cooperation of all SU employees with the evolving situation surrounding the COVID-19 pandemic. As we move forward in preparation for the beginning of the academic year and our return to campus, previous guidance on temporary and alternative work schedules must be adjusted to meet operational needs.

The University will observe all current sick leave policies. The following information is also provided regarding leave for COVID-19 related illness.

- I. **Sick Leave is used when an employee is ill and unable to work.** Sick leave must be used pursuant to USM and University policy. A medical note is required after three consecutive scheduled shift absences.
- II. **Sick Leave is used when an employee has been or may have been exposed to COVID-19,** but they are not experiencing any symptoms, and have not been ordered by an official government agency (i.e., Health Dept) or advised by a physician that they must quarantine or isolate. See Section IV below for cases where an employee has been ordered by an official government agency or a physician to quarantine or isolate.
- III. **Sick Leave may be used for those employees who are considered COVID-19 high risk,** for medical condition or age, as defined by the Centers for Disease Control and Prevention (CDC), *if the leave is related to a medical illness*. High risk conditions include CDC-recognized underlying medical conditions, for example, individuals who have serious chronic medical conditions such as compromised immune systems, heart disease, diabetes, lung disease, and older adults. See the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.

If the illness lasts more than three consecutive scheduled shifts, a medical note is required. If the illness continues or is reoccurring, the employee should contact their assigned Human Resources representative, listed below, to discuss leave options on a confidential basis. The Family Medical and Leave Act (FMLA), the Americans with Disabilities Act (ADA), or other applicable leave policies and programs may apply.

Note for I, II, and III: The temporary practice for the general use of accrued sick leave will no longer be available. A formal request must be made by the employee and an assessment by the Office of Human Resources using the preceding guidelines if there are questions about use of sick leave.

- IV. **Emergency Paid Sick Leave (EPSL) and Emergency Family and Medical Leave Act (EFMLA)** may be available.
 - An employee may be eligible for EPSL if the employee has been ordered by an official government agency or advised by a physician to quarantine or isolate, whether pending results of a test for the virus or not.
 - EPSL for the employee or EFMLA for an individual for whom the employee provides care, requires that COVID-19 symptoms exist and/or a positive COVID-19 diagnosis has been made.

- A request for EPSL or EFMLA must be sent to Human Resources for review, approval, and coordination before coding the leave on a timesheet. This leave can be complicated to process and thus requires additional coordination with the Benefits Specialist and Payroll Manager. If approved, the employee will receive an email confirming the approval and instructions on how to code the timesheet.

If any employee wishes to discuss available options or have any questions, please contact:

- Stacy Messick, HR Administrator for Facilities & Physical Plant at 410-543-6282 (ext. 3-6282) or slmessick@salisbury.edu
- Marissa Chavez, HR Administrator for Academic Affairs at 410-677-6565 (ext. 7-6565) or mmchavez@salisbury.edu
- Melissa Sabol, HR Administrator for all other employees at 410-677-5068 (ext. 7-5068) or masabol@salisbury.edu