

COVID-19 Leave Policy

Eligibility

All employees are eligible for COVID-19 administrative leave.

Amount of Leave

Full-time employees will be granted 80 hours of administrative leave. The administrative leave provided is a **one-time** use effective April 1, 2020 to present. If additional leave is needed, a combination of the employees' sick leave, personal leave, annual leave, or donated sick leave may be combined to meet the 80-hour full-time benefit requirement.

Usage

COVID-19 administrative leave is available immediately upon hire.

An employee who is *unable to work (or telework)* may use admin leave for the following reasons, if the employee:

1. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
3. is experiencing symptoms of COVID-19 and seeking a medical diagnosis;

Telework

Employees who have been in quarantine more than three times will not be eligible to telework and will have to utilize appropriate leaves.

Notice

Employees must provide their supervisor with notice of the need for administrative leave as soon as practicable. Additionally, an employee must follow the Coronavirus Response Manual.

Carryover and Payout

Administrative leave will not carryover over from one year to the next. In addition, unused administrative leave will not be paid out at separation.

If you have any questions concerning this policy, please contact Rae Gunn, HR Director at (701) 221-1721 or rgunn@uttc.edu.