

Guide for Leave-Related Absences due to COVID-19

Applicability: Classified unrepresented, management service, and unclassified executive service employees; employees represented by SEIU, AFSCME Central Table, and DOC Locals; and employees covered by an AFSCME Central Table or DOC collective bargaining agreement.

March 16, 2020

Use of leave is governed by federal law and state statute, DAS policies and collective bargaining agreements (CBA). This guide was created to outline various scenarios specific to COVID-19 that may occur relating to pay and leave. Contact the Chief Human Resources Office if you have questions.

SCENARIO	Teleworking	Paid/Unpaid Leave
<p>School Closures. Employee needs to be at home because of a school, preschool or daycare closure.</p>	<p>Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.</p> <p>If telework is not available or the employee chooses not to telework, the employee will use leave as outlined in Paid/Unpaid Leave.</p>	<p>Employee may use their own vacation leave, sick leave, personal business leave, or leave without pay.</p> <p>Additionally, employee may borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours.</p> <p>Employee who has a sick leave balance of forty (40) hours or less may request donated leave to cover absence. Donators may donate their sick, vacation and/or personal business leave.</p> <p>See SEIU and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>
<p>Worksite Closures. An agency closes its operations.</p>	<p>Essential personnel may be required to report to the worksite or telecommute.</p>	<p>Employee will be placed on paid administrative leave up for to two (2) weeks.</p> <p>Thereafter, use of inclement weather/hazardous conditions leave for building closures or curtailments will be determined as outlined in Inclement Weather/Hazardous Conditions provisions in collective bargaining agreements and State HR Policy 60.015.01, Temporary Interruption of Employment.</p>

<p>Medically Mandated Employees. Employee is medically mandated to stay home because they have been exposed to COVID-19.</p>	<p>Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it and has been approved by the health care provider.</p> <p>If telework is not available or the employee chooses not to telework, the employee will use leave as outlined in Paid/Unpaid Leave.</p>	<p>Employee is placed on paid administrative leave until medically released to work.</p>
<p>Self Quarantined Employees. Employee believes they may have been exposed to COVID-19 or may have COVID-19 symptoms and wishes to self-quarantine.</p>	<p>Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.</p> <p>If telework is not available or the employee chooses not to telework, the employee will use leave as outlined in Paid/Unpaid Leave.</p>	<p>Employee may use their own vacation time, sick leave, personal business leave, or leave without pay.</p> <p>Additionally, employee may borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours.</p> <p>Employee who has a sick leave balance of forty (40) hours or less may request donated leave to cover absence. Donators may donate their sick, vacation and/or personal business leave.</p> <p>Employee's use of leave is allowable for one continuous incubation period, which may extend beyond fourteen (14) days in certain circumstances.</p> <p>See SEIU and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>
<p>Employees in high-risk groups. Employee is in a high-risk group for serious illness from COVID-19 due to their age (over 60) or due to having a compromised immune system from an underlying serious chronic medical condition.</p>	<p>Employee is encouraged to telework if their position is suitable for telework, supplies are available and the network can accommodate it.</p> <p>If telework is not available or the employee chooses not to telework, the employee will use leave as outlined in Paid/Unpaid Leave.</p>	<p>Employee may use their own vacation time, sick leave, personal business leave, or leave without pay.</p> <p>Additionally, employee may borrow up to five (5) months of future leave, either vacation leave or sick leave, or a combination thereof, not to exceed a combined total of eighty (80) hours.</p> <p>Employee who has a sick leave balance of forty (40) hours or less may request donated leave to cover absence. Donators may donate their sick, vacation and/or personal leave.</p> <p>See SEIU and AFSCME Letters of Agreement and state HR policy for details regarding payback of leave.</p>