

# ESU COVID-19 Employee Status & Leave Guidance

Guidance provided within this document addresses employee leave entry for Fiscal Year 2021, beginning August 3, 2020.

## Employees Required to Report to Work and those Working Remotely

Any employee who has been reporting to work or performing duties remotely will continue to do so until specifically told to change working environments. Please record time and leave in the same manner that you have been until you have been notified of a change in your working environment. Employees who have not been reporting to work or working remotely will be contacted when they are to report to work. All employees will be given one week of notice regarding their requirement to report to work on campus. Once returned to work, employees should record their time and leave as they normally would.

**Leave for Employees Required to Report to Work or Work Remotely.** Employees will report any typical time away from work according to existing leave policies.

Employee guidance for COVID-19 leave situations are located within this guide:

- 1) Employee or a household member develops COVID symptoms
- 2) Employee quarantine due to possible exposure
- 3) Employee has childcare needs that require their leave from work
- 4) Employee is in at-risk/high-risk population.

Please note that these leave codes may need to be used during the same pay period and can be combined. If you have questions on applying these specific leave codes, please contact the Payroll Office at 620-341-5369.

## Employees Showing Symptoms of COVID-19

Any employee who shows signs or been diagnosed (either through testing or assumed positive by a medical provider) of COVID-19 will continue to be subject to a 14-day quarantine, or until released by their medical provider. Employees will receive full paid leave of the appropriate type for that absence. Employees should record the leave as **Self COVID QRT Leave**. The maximum amount of time available for this type of leave is 14 days total. Any employee in this situation should inform their supervisor and Human Resources of this fact and should make note of when they began exhibiting symptoms of COVID-19, as well as the last time they were in a State facility or had interactions with any other State employee. Employees off-work in excess of 14 days should work with Human Resources and Payroll on how to report the additional time off.

## Employees with Members of Their Household Showing Symptoms of COVID-19

Any employee who resides with someone exhibiting symptoms of the virus will continue to be subject to a 14-day quarantine, and the employee will receive full paid leave of the appropriate type for that absence. Employees should record the leave as **COVID Dependent Leave**. The maximum amount of leave available for this type of leave is 14 days total. Any employee in this situation should inform their supervisor and Human Resources of this fact and should make note of when the household member began exhibiting symptoms of COVID-19, as well as the last time they were in a State facility or had interactions with any other State employee. Please note that if you have already used this two weeks of paid leave to cover the first two weeks of Childcare Leave, you will need to use your accrued leave balance to cover these two weeks. If you do not have enough leave to cover these two weeks, you may apply for Additional Paid Leave by contacting the Human Resource Office.

## Employees Quarantined due to Possible Exposure to COVID

Any employee who has been instructed to quarantine by a public health official or their medical provider, as the result of exposure to COVID-19, will need to inform their supervisor of the requirement to quarantine. The employee may be asked to provide a copy of the quarantine order to the university. Employees should record the quarantine time, up to a total of 14 days, as **COVID Admin Leave**. If the employee is quarantined for more than 14 days, the employee should contact Human Resources or Payroll on how to report additional time off.

Individuals who are required to quarantine as the result of personal travel to an area identified by the Kansas Department of Health and Environment as requiring quarantine upon return (<https://www.coronavirus.kdheks.gov/175/Travel-Exposure-Related-Isolation-Quaran>) will need to use appropriate personal leave to cover that quarantine timeframe.

#### **Employees Unable to Report to Work or Work Remotely Due to Childcare**

Pursuant to the Families First Coronavirus Response Act (FFCRA), any employee who is not considered a health care provider or first responder and is unable to report to work or work remotely due to a need to care for a child under the age of 18 whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19, continues to be eligible for partial paid leave if they have been employed by the State for at least 30 days. Employees should record the leave as **COVID Childcare Leave**. Employees are eligible for up to a total maximum of 12 weeks of leave under the COVID Childcare Leave code. An employee will need to use their own leave should they need to provide childcare after the 12 weeks of COVID Childcare Leave have been used. Please note that because the first two weeks of this leave are unpaid, the Payroll Office will automatically move the COVID Childcare Leave entered by the employee to COVID Dependent Leave in order to keep the employee in paid status for those first two weeks. This means the employee would not be eligible to use COVID Dependent Leave at a later date as they would have used the maximum allowed already.

**Leave for Employees Unable to Report to Work or Work Remotely Due to Childcare once Employee has been instructed to report to work.** Employees utilizing leave provided by the FFCRA due to childcare will receive paid leave in the amount of two-thirds of their regular pay. Employees may use their own accrued leave for the remaining one-third of their regular pay or may use leave without pay for that amount. In order to remain in full paid status, an employee may request Additional Paid Leave once they have exhausted all their other leave balances. To apply for Additional Paid Leave contact Human Resources.

#### **At-Risk/High-Risk Populations**

Employees who are unable to report to work due to being in an at-risk/high-risk population as defined by the Centers for Disease Control and Prevention (CDC), who are unable to work remotely, and where no reasonable accommodation is available, will receive paid leave in the amount of two-thirds of their regular pay. Some employees in positions that have been identified as an emergency responder or health care provider may be required to report to work, as determined by their agency. Employees should record the two-thirds leave as **COVID Admin Leave**. Employees may use their own accrued leave for the remaining one-third of their regular pay or may use leave without pay for that amount. In order to remain in full paid status, an employee may request Additional Paid Leave once they have exhausted all their other leave balances. To apply for Additional Paid Leave contact Human Resources.

#### **Employees Who Choose Not to Report to Work**

Even though ESU is taking multiple steps to ensure the safety of employees, some employees may continue to be hesitant to report to work. Again, while every employee has a right to do what they feel is best for their health and safety, any employee who is required to report to work and is not exhibiting symptoms of COVID-19, does not have a household member exhibiting symptoms, is not in an at-risk/high-risk population and does not qualify for the childcare leave but chooses to remain away from work will be required to utilize their own accrued leave or may record that time as leave without pay. This leave will need to be approved by the supervisor and entered through the normal process.