

WORKFORCE AND LEAVE GUIDELINES REGARDING COVID-19

Employees were to return to work July 1, 2021. COVID-19 teleworking is no longer available unless there is a medical condition preventing an employee from returning to work. Employees should follow the [Americans With Disabilities Act](#) and/or the [Family Medical Leave Act](#) policies to request leave or an accommodation.

Please review the protocols and required forms needed when an employee tests positive or has been identified as a close contact on our [Environmental Health & Safety website](#). Also provided are guidelines regarding the use of Special Leave related to the COVID-19 Health Pandemic:

1. The Appointing Authority may grant paid leave up to 80 hours for a full-time employee through September 30, 2021 for any one or a combination of the following:
 - a. An employee subject to a quarantine or isolation order related to COVID-19;
 - b. An employee advised by a health care provider to self-quarantine related to COVID-19;
 - c. An employee experiencing symptoms and seeking a medical diagnosis;
 - d. For an employee caring for an individual subject to a quarantine or isolation order related to COVID-19 or caring for an individual advised by a health care provider to self-quarantine related to COVID-19.
2. The Appointing Authority may grant paid leave of up to 80 hours for a full-time employee through September 30, 2021 for an employee caring for a child whose school or place of care is closed or childcare provider is unavailable for reasons related to COVID-19.
3. For leave set forth in 1.a, b and c above, an employee may receive his regular rate of pay up to \$511/day (maximum of \$5,110.00 in the aggregate for the 80-hour period). For leave set forth in 1.d and 2 above, an employee may receive two-thirds of his regular rate of pay up to \$200/day (maximum \$2,000 in the aggregate for the 80-hour period).
4. Leave set forth in this rule is only available to employees who have not previously exhausted these leave allotments under the former Families First Coronavirus Response Act.
5. The Appointing Authority may grant time off without loss of pay, annual leave, or sick leave to an employee in order to receive a COVID-19 vaccination, provided sick leave shall not exceed 4 hours for each administration of the vaccine. Appointing authorities shall require the employee to provide proof of vaccination for documentation purposes.