Leave Keeping Instructions for April 2020
COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS

To Leave Keepers:

As you may know, OSHR has authorized the compensation of any onsite hours worked by mandatory (designated CDMEs) employees from **April 1 through April 30th** at 1.5 times pay.

In addition, the University is required to report on the usage of the COVID-19 paid administrative leave. We will report on the following categories as follows:

1. COVID-19 Symptoms
2. Child/eldercare
3. Other

"Other" reasons include the supervisor was not able to provide work that could be done remotely, the employee is in a high risk group, or other reasons. Not wanting to work is not an acceptable reason. If work was available for the employee to work remotely and the employee chose not to work, the employee is not eligible for paid administrative leave and needs to use their paid leave (Vacation/Sick/Comp).

Since our leave keeping system is not configured to record this level of detail, soon you will receive information on how to record both hours worked onsite and reasons for leave taken. At this time, we are requesting that employees complete their leave report as follows:

**SHRA Non-Exempt SmartTime:**
Report any hours worked under "Reg" and any hours of paid administrative leave as "Other leave taken". In the comments section, record "COVID-19". **DO NOT** report any extra hours or any onsite hours worked - this will be captured on a separate spreadsheet.

**SHRA Exempt & EHRA ExemptTime:**
Report any hours of paid administrative leave as "Other leave taken". In the comments section, record "COVID-19".

Thank you for your assistance with proper documentation of onsite work and use of the special COVID-19 paid administrative leave. More operational guidance will be forthcoming from your divisional business officers. Thank you.