



OFFICE of HUMAN RESOURCES

## **COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS Updated Guidelines for Leave Keepers**

### **GENERAL GUIDELINES**

1. The COVID-19 Special Faculty and Staff Work and Leave Provisions are in effect until March 31, 2020.
2. Employees should work with their supervisor to telework/work remotely to the fullest extent possible. This is always the first step.
3. Employees who
  - a. cannot work remotely because of childcare or eldercare needs due to COVID-19-related school and facility closings,
  - b. cannot work remotely because their position duties cannot be performed remotely, or
  - c. are sick due to symptoms of a cold, flu or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave until March 31, 2020, for the period of time they are unavailable to work.
4. Employees who cannot telework for their full FTE requirement may record paid administrative leave to reach their full FTE.

### **RECORDING HOURS ON LEAVE REPORTS**

1. Teleworking hours should be recorded as “Regular Hours Worked” in SmartTime and LawTime.
2. Paid administrative leave should be recorded as “Other Leave Taken” in SmartTime, LawTime, and ExemptTime,
3. “COVID-19” must be entered in the comments section for any employee who used paid administrative leave.

### **TEMPORARY AND STUDENT WORKERS**

1. Temporary and student workers, NOT working remotely, should record the average scheduled hours worked per day in Web Time Entry with the comment “COVID-19.”
2. If temporary and student workers work remotely, those hours should be recorded in Web Time Entry