

**REVISED on 03/26/2020**

**Coronavirus Special Issue 2**

**Telecommuting Leave Guidance**

**COVID-19 related absences**

- Any employee who has been affected by COVID-19, (classified, unclassified, faculty) in the following manner will not be charged any annual or sick leave for the month of March:
  1. Tested positive for COVID-19;
  2. Tested for COVID-19 without results;
  3. Exposed to someone who tested for COVID-19; or
  4. Exposed to someone who tested positive for COVID-19.
- Please be advised that if you are **sick** for any other reason, you will be required to take sick leave.
- Please be advised that if you are conducting personal business during working hours, you will be required to take **annual** leave.

**Civil Service Employees Can Telecommute**

- Employees telecommuting must input actual telecommuting hours using the **C19 – Telecommuting** line on the timesheet. For example, if you telework 8 hours, enter 8 hours on the C19-Telecommuting line. If you only work 4 hours, code 4 hours of telework, 4 hours of biweekly pay. You must input 80 hours total for the biweekly pay period.

## Civil Service Employees Who Cannot Telecommute

- In accordance with **Civil Service Rule 11.23(d)**, classified employees, whose job duties cannot be performed at home, will rotate on campus as needed and directed by their Department Head and Supervisor. When these employees are not at work, they will use **Special Leave – Act of God**. When working, they will utilize **bi-weekly pay** on their timesheets.

## Telecommuting Unclassified Employees

- Employees telecommuting must input actual telecommuting hours under the C19 – Telecommuting option. For example, if you telework 8 hours, enter 8 hours on the C19-Telecommuting line. If you only telework 4 hours, enter 4 hours of telework for the day. If you take any other form of leave, in conjunction with teleworking, you must enter the appropriate hours for that leave. Since Unclassified employees only enter exceptions, no other entry would be required for that day.

## New Timesheet Codes

- HR is working on the new codes (**C19 – Telecommuting, Special Leave – Act of God**). We will advise when the code is available. Until the code is available, please track your time and complete a change in payroll next month. Supervisors are responsible for ensuring the change in payroll is completed prior to approving the employee's next timesheet

## FMLA Guidance

- The federal government passed the Families First Coronavirus Response Act. The Act expands FMLA until 12/31/2020. HR will provide guidance on the temporary expansion next week.

**ALL EMPLOYEES, PLEASE NOTE THAT IF YOU HAVE BEEN EXPOSED TO COVID-19 AND YOU DO NOT HAVE ANY SYMPTOMS, YOU WILL EXPECTED TO CONTINUE WORKING. IF YOU DO NOT WORK, YOU WILL BE REQUIRED TO TAKE ANNUAL LEAVE.**