



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION ANNEX BUILDING
1ST FLOOR
BATON ROUGE, LOUISIANA 70813

HUMAN RESOURCES OFFICE
P. O. Box 10400
BATON ROUGE, LA 70813

OFFICE: (225) 771-2680
FAX: (225) 771-5617

TO: All Southern University System Employees

FROM: Tracie J. Woods, Esq.
Associate Vice President for Human Resources

RE: Family First Coronavirus Recovery Act

DATE: January 13, 2021

On December 31, 2020, the COVID-19 related leaves enacted by the 2020 CARES Act expired. The 2020 Cares Act allowed an employee to use the following COVID-19 related leaves:

- **Emergency FMLA**-allowed employers to expand FMLA to cover employees whose children's school, daycare or childcare was closed due to COVID-19; and
- **Emergency PAID Sick Leave**-allowed employers to provide an employee directly affected by COVID-19 eighty (80) hours of sick leave without using the employee's sick leave.

Also, the Civil Service Commission requested that all appointing authorities discontinue using the **ACT OF GOD** leave code for classified employees.

As such, the Southern University System will implement the following:

Employees with COVID-19 related school, daycare or childcare issues

- **UNCLASSIFIED EMPLOYEES**
 - Managers will develop department schedules and will determine which employees are eligible to telecommute. The manager will recommend whether the employee's telecommuting agreement can be extended. Once the employee's telecommuting agreement is approved, the employee will be approved to telecommute.
 - Unclassified employees who are not approved to telecommute will have to come to work every day or take annual leave.

"Five Campuses, One Vision... Global Excellence"

WWW.SUS.EDU

- **CLASSIFIED EMPLOYEES**

- The Louisiana Civil Service Commission will allow an employer to offer the Expanded FMLA to classified employees until March 31, 2021.
 - If a classified employee is not approved to telecommute, the employee can apply for EFMLA. If the employee is approved the employee will be on FMLA for up to twelve (12) weeks.
 - If the classified employee has exhausted their twelve (12) weeks of FMLA, the classified employee will be required to use annual leave.

Employees that have to quarantine due to COVID-19.

- Employees approved to telecommute will continue to telecommute.
- Employees who cannot telecommute will quarantine at home. The employee will use the **QUARANTINE** code on their timesheets. After the fourteen (14) days, the employee will have to return to work.
- If the employee test positive, the employee will be required to use the procedures below.

Employees who test positive for COVID-19.

- **All employees** will be required to use sick leave.
- If an employee exhausts all of their sick leave, the employee will be placed on LWOP.

Human Resources will be conducting supervisor and manager trainings to assist with this process. If you have any questions, please contact your Human Resources Office.