

BLOOMSBURG UNIVERSITY OF PENNSYLVANIA

QUICK REFERENCE GUIDE: PANDEMIC LEAVE USAGE

This guide is intended to provide guidance to Directors, Managers, and Supervisors during a declared pandemic emergency. Guidance is **rapidly evolving and subject to change**.

Employee Designations

Employee designations are determined by each divisional Vice President in conjunction with Directors, Managers and Supervisors. Employee designations are subject to change. Pandemic designations are separate and distinct from severe weather or other closures.

- **Pandemic Essential (On-Campus)** – Employees are designated to work on campus performing essential duties. These duties have been deemed critical to the university and must be performed on campus.
- **Pandemic Essential (Telework)** - Employees are designated to work off campus performing essential duties. These duties have been deemed critical to the university and may be performed off campus.
- **As-Needed Pandemic Essential** - Employees are designated to work on an as needed basis to perform essential duties when necessary. When required, these duties have been deemed critical to the university and may be performed on or off campus depending upon the task.
- **Pandemic Non-Essential** - Employees are not required to work due to the nature of their work or other extenuating circumstances.

Leave Usage

Current guidance is regularly being updated. As such, this document will be updated as new information is received and posted at: <https://intranet.bloomu.edu/facstaff>.

1) **Administrative leave** (code 0342) related to COVID-19 is authorized up to and including **April 3, 2020** under the following circumstances:

- Employees that self-quarantine from international travel and are unable to work from home
- Employees that are requested to go home because they show symptoms and are unable to work from home
- Employees that reside or work in a quarantine zone as identified by the Commonwealth of Pennsylvania
- Employees that are unable to telework due to technology or because their role is not conducive to teleworking if the whole institution has converted to remote work/telecommuting. This would include individuals designated as **Pandemic Non-Essential**.
- Employees may rotate between a pandemic essential (on-campus or telework) and non-essential designation. In these cases, administrative leave should only be entered for dates employees are not designated as essential.
- Individuals designated “**As-Needed Pandemic Essential**” may rotate between administrative leave and working hours as assigned by their supervisor. If employees are designated as essential for any number of hours, but unable to fulfill their essential obligations, employees must utilize liberal leave (annual, personal, compensatory or sick time) as appropriate.
- Employees are expected to enter administrative leave through ESS (Employee Self-Service) as appropriate.
- There is no further entitlement to administrative leave past April 3, 2020.
- **Beginning April 4, 2020**, individuals who are designated as essential, and have an underlying medical condition, and want to be excused from work on that basis must submit annual, personal or compensatory leave, as this is not an appropriate use of administrative leave, sick leave, or family sick leave.

2) Any employee who is experiencing a COVID-19 related illness or who has a family member experiencing a COVID-19 related illness should enter the appropriate leave type in ESS as follows:

0305 – Annual COVID

0315 – Sick Leave COVID

0319 – Sick Family COVID

0325 – Personal COVID

335 – Comp Leave COVID

605 – Unpaid COVID

Employees should contact [Phil Amarante](#) for counseling on the appropriate use of leave and leave type.

- 3) Currently approved FMLA cases will continue under the initially approved guidance.
- 4) Employees may cancel scheduled annual or personal leave that they are not able to utilize if they are designated as Pandemic Essential (On-Campus), Pandemic Essential (Telework), As-Needed Pandemic Essential.
- 5) Individuals designated as Pandemic Essential (On-Campus), Pandemic Essential (Telework), As-Needed Pandemic Essential should enter annual, personal, or sick leave as appropriate when unable to fulfill their obligations under their essential designation.
- 6) The State System has removed the requirement to use carryover leave during the state of emergency. Employees will not lose this excess leave and will not have it converted to sick leave at this time.
- 7) Hourly employees should only be provided compensation if they work. Part-time hourly employees who have accrued leave, and were scheduled to work, may be provided with administrative leave if they are unable to work remotely.

Frequently Asked Questions

- 1) **Where can I find guidance on telework?** The Office of the Chancellor has issued an [Emergency Remote Work and Telecommuting Procedure/Standard Number 2020-43](#).
- 2) **Can an employee be mandated to leave work or to stay home?**
 - **If COVID-19 cases are confirmed at the University or with employees/students or their families:**
 - a. Employees who have been diagnosed with COVID-19 will be mandated to leave work. If healthy enough and their work can be completed remotely, this may be an option as opposed to using sick leave. The divisional Vice President must approve. Employees must agree to work remotely as opposed to using leave.
 - b. Employees with symptoms but who have not been diagnosed, but with family members or others that they have been in close contact with, who have been diagnosed with COVID-19 will be mandated to leave work. If healthy enough and their work can be completed remotely, this may be an option as opposed to using sick leave. The divisional Vice President must approve. Employees must agree to work from home as opposed to using leave.
 - c. Employees with no symptoms, but with family members or others that they have been in close contact with, who have been diagnosed with COVID-19, will be mandated to leave work if social distancing is not an option for them. If their work can be completed remotely, this may be an option as opposed to using sick leave. Essential employees will be required to work remotely if they are not sick in these cases. The divisional Vice President must approve.
 - d. If members in the Department have been exposed to an employee diagnosed with COVID-19 the Vice President and Director of Human Resources should consult to determine how to handle, if employees should be sent home and if work can be performed remotely or transferred to another department. As identified in the System Procedure Standard, Emergency Remote Work and Telecommuting, (Section III. A. 2.), essential employees may be required to work remotely if not sick.
- 3) **Can employees enter leave dates that span over several days as one single entry?** Yes. Employees may enter their leave in single or multiple day increments.
- 4) **How do I confirm my status or appropriate use of leave?** Employees should work through their supervisory chain to confirm current status or appropriate use of leave.