This guide is intended to provide guidance during a declared pandemic emergency. Guidance is rapidly evolving and subject to change. This document will be updated as new information is received and posted at: https://intranet.bloomu.edu/facstaff.

**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.

**General Information**

1) Currently approved FMLA cases, not related to Families First Coronavirus Act (FFCRA), will continue under the initially approved guidance.

2) 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.

3) The State System will be removing the requirement to use excess carryover leave, set to expire on April 10, 2020, during this state of emergency. Employees will not lose this excess leave and will not have it converted to sick leave at this time. Once the state of emergency is over, the State System will reinstate the policy with at least 60-day notice. Employees may still see an end date on these leave quotas, but they will continue to be extended.

**LEAVE USAGE BEGINNING APRIL 11, 2020**

**Employees Who Are Working or Telecommuting**

Employees who are reporting to work or are telecommuting should continue to do so, unless otherwise directed by their supervisor, and will not be required to use leave except when not working. Employees must utilize liberal leave (accrued or anticipated annual, personal, compensatory, sick time, OR leave without pay) when not working.

Employees should enter the appropriate type of leave in Employee Self-Service (ESS).

- Employees who are utilizing accrued or anticipated leave due to reduced hours or actual illness due to COVID-19, must use one of the following leave codes: Annual COVID, Compensatory COVID, Sick COVID, or Personal COVID.
- Employees who are entering a leave without pay (LWOP) with benefits status, when working reduced hours, must enter leave code Unpaid COVID.
- If the leave is unrelated to a reduced schedule or COVID-19, use the normal absence codes for the requested leave.
- Employees should contact Human Resources at 570-389-4415 for counseling on the appropriate use of leave and leave type.

For employees who are currently working or telecommuting, the Families First Coronavirus Response Act (FFCRA) provides up to 10 days of paid sick leave and up to 10 work weeks of paid and 2 work weeks of unpaid expanded family
and medical leave for eligible employees based on the type of qualifying event. This additional leave may be at a reduced rate of pay. These provisions will apply from April 1, 2020 through December 31, 2020.

- More information about the FFCRA is available at the following link: http://www.passhe.edu/inside/HR/syshr/Documents/FFCRA_Poster.pdf
- Employee FAQs with respect to the FFCRA are available here: http://www.passhe.edu/inside/HR/syshr/Pages/COVID_FAQ.aspx
- If you have questions, or wish to request paid leave under the FFCRA, please submit your request via email to COVID19LeaveRequest@passhe.edu.

**Employees Who Are Not Working or Not Telecommuting**

**Beginning April 11, 2020**, those employees currently not working or unable to telecommute will have the option to use their own leave or unpaid leave while maintaining health benefits. Those employees, who are not working or who are unable to telecommute, may request to use any of the paid or unpaid leave types listed below for which they are eligible and with supervisory approval, as needed:

<table>
<thead>
<tr>
<th>Accrued and anticipated annual leave</th>
<th>Compensatory leave</th>
<th>Holiday leave earned from working on a holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued and anticipated sick leave</td>
<td>Accrued and anticipated personal leave</td>
<td>Approved leave without pay with benefits</td>
</tr>
</tbody>
</table>

Employees should enter the appropriate type of leave in Employee Self-Service (ESS).

- Employees who are utilizing accrued or anticipated leave when there is no work available or due to actual COVID-19 illness, must use one of the following leave codes: Annual COVID, Compensatory COVID, Sick COVID, or Personal COVID.
- Employees who are entering a leave without pay (LWOP) with benefits status, when there is no work available, must enter leave code Unpaid COVID.
- If the leave is unrelated to a lack of work or COVID-19 illness, use the normal absence codes for the requested leave.
- Employees should contact Human Resources at 570-389-4415 for counseling on the appropriate use of leave and leave type.

State System leave policies prohibiting employees from using paid leave during their first thirty (30) calendar days of employment and prohibiting employees with less than one (1) year of service from using anticipated leave are BOTH SUSPENDED temporarily for those employees who are not working or who are unable to telecommute.

Employees who are not working or who are unable to telecommute are not eligible for the FFCRA.

Employees who choose not to use, or are not eligible for, any paid leave benefits, may be eligible for unemployment compensation benefits. Employees may contact uchelp@pa.gov. Additional information is located at: https://www.uc.pa.gov/COVID-19/Pages/UC-COVID19-FAQs.aspx.

**Hourly Employees**

Hourly employees should only be provided compensation if they work.

**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.

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. It is recommended to stay current with leave entry.

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.