

## **COVID-19 Leave Policy**

***Reminder: The COVID Leave policy is a temporary policy implemented to help prevent the potential spread of COVID-19 by paying employees for time off of work on campus independent of other leave policies. This policy can be removed or modified at any time; any changes will be communicated.***

Since the week of March 16, employees have been paid for work hours and/or supplementing any non-work time with paid COVID leave (personal or sick) or other leave as appropriate to meet regularly scheduled hours.

**Effective August 3, with Methodist University's final phase of returning to work on campus, COVID Sick leave will continue; however, employees will no longer be able to use COVID Personal leave for time not worked.** Please see below for the details of COVID Sick leave applying to full time employees.

### **COVID Sick Leave:**

In order to help prevent the potential spread of COVID-19, the COVID Sick leave continues to provide paid time off to employees independent of the University's regular sick leave policy. COVID Sick leave is paid time off for up to 14 days for the following circumstances:

- Employee is sick with symptoms of COVID-19
- Employee is being evaluated for or diagnosed with COVID-19
- Employee has had close personal contact with someone who has been confirmed positive or is a probable case of COVID-19
- Employees who are caring for a spouse, child or parent who are sick with COVID-19
- When a member of the employees' immediate household has been confirmed positive or is a probable case of COVID-19

All employees are required to complete the health questionnaire per the University's guidance (*See "Returning to the Workplace" guide located on the University's COVID-19 page*). Employees will also be paid COVID Sick leave for any scheduled work time on campus that was missed due to awaiting consultation or decision from the Director of Health Services following completion of the health questionnaire.

Employees will be required to submit documentation that the leave qualifies for COVID Sick leave and will be required to be cleared to return to work on campus from the Director of Health Services or by their healthcare provider. Documentation must be submitted to Human Resources.

### **Recording of Work Time and Leave:**

All employees have been and are required to ensure they are recording any leave time appropriately. This includes time not worked using the available applicable leaves of vacation, sick, float day, holiday or COVID Sick.

**Effective June 8**, below summarizes proper reporting of work time and leave accordingly:

- COVID Sick – leave earnings code used for illness or exposure related to COVID as described in policy
- Sick, Vacation, Float Day and Holiday – leave earnings codes, see staff handbook for details
- COVID Home – work time earnings code used when an hourly employee is working remotely
- Regular – work time earnings code used for an hourly employee working on campus

**Non-exempt (hourly) Employees:**

- Must record all time worked
- Must submit work hours and any applicable leave to supervisor
- Must submit remote work hours to supervisor for entry into Paycom
- Must clock in and out using Paycom when on campus working

**Exempt (salaried) Employees:**

- Must submit all applicable leave to their supervisor
- Leave should be submitted in 4 or 8 hour increments when not working for those extended amounts of time

*As a reminder, student workers are not allowed to work remotely.*

***Please reach out to Human Resources or Payroll if you have any questions or concerns on COVID Leave or recording of work time and leave.***