GENERAL GUIDELINES FOR USING THE NEW ADMINISTRATIVE LEAVE


2. Employees should work with their supervisor to telework/work remotely to the fullest extent possible. This is always the first step for employees in positions suitable for teleworking.

3. For March 16 – March 31, 2020, a permanent or temporary employee may be granted administrative leave for the period of time they are unavailable to work due to one of the following reasons.
   a. Employee must care for a parent, child, or spouse due to child/elder care facility or school closing
   b. The employee is quarantined by a public health official due to possible exposure but has not been determined to be infected with COVID-19
   c. The employee is having symptoms potentially related to COVID-19 (fever, cough, shortness of breath) or caring for a dependent with such symptoms
   d. The employee is high risk for COVID-19 or is a caregiver to someone who is high risk as defined by the Center for Disease Control
   e. The employee is not a mandatory employee and, due to the nature of their position, cannot perform their duties remotely.

4. A non-mandatory employee who chooses not to telework and does not meet the provisions listed in #3 will need to use vacation leave, bonus leave, or compensatory time for the work time missed.

GENERAL GUIDELINES FOR STUDENTS TO RECEIVE PAY

1. All student employees will continue to receive pay based on their originally scheduled hours from March 16, 2020 until March 31, 2020.

2. Students will continue to complete timesheets for this cycle indicating both actual hours worked and scheduled hours that were not worked due to COVID-19.

3. Supervisors will approve timesheets for all hours that were originally scheduled.