

## **Leave Reporting Procedures for Exempt Staff for Absences Related to the 2019 Novel Coronavirus**

The following timekeeping procedures are enacted for absences that are related to the 2019 Novel Coronavirus (COVID-19) under specific circumstances as outlined below. The College reserves the right to change these guidelines at any time. Remember that you are reporting leave time taken in the prior month. So, if you are doing your Garnet Gateway timesheet for your August pay, you should report the leave time taken in July.

### **COVID-19 Related Absences**

Absences, as described below, beginning July 1, 2020 an employee should apply for Pandemic Sick Leave by notifying their supervisor and Human Resources. Complete a [Pandemic Sick Leave Request Form](#) within 3 business days. A verbal request will be accepted until a form can be provided. A verbal request for Pandemic Leave can only be given by calling the HR COVID line at 207-795-5100. If the employee's Pandemic Sick Leave Bank is exhausted then regular paid time off should be used to complete the 30-day waiting period for Short-term Disability. If an employee does not have enough leave to bridge the 30-day waiting period then an additional allowance of Pandemic Leave will be granted when the absence is a result of one of the following:

- Employees who should not report to campus if they meet any of the below criteria:
  - Any COVID-19-related symptoms (Cough, shortness of breath or difficulty breathing, or at least two of the following: (1) Fever; (2) Chills; (3) Repeated shaking with chills; (4) Muscle pain; (5) Headache; (6) Sore throat; (7) New loss of taste or smell)
  - A confirmed case of COVID-19 or is symptomatic and under investigation for COVID-19 where the employee is under quarantine or isolation or required to remain absent as directed by their health care professional, Center for Disease Control and Prevention (CDC), or other state or federal health agency.
  - Direct exposure, as per the Center for Disease Control and Prevention (CDC) guidelines (e.g. within 6 feet for a prolonged period of time), to a person who has or is later diagnosed with presumptive or confirmed COVID-19.
  - Any other case where an employee has specifically been ordered or directed to be quarantined, isolated, or absent for self-monitoring by the CDC, or other state or federal agency related to COVID-19 including any quarantines recognized by public health agencies.

**For COVID-19 related absences as described above, employees should report on their leave report the following:**

- **Pandemic Sick Leave – Human Resources will enter any Pandemic Sick Leave Hours.**
- **Sick – when Pandemic Sick Leave has been exhausted for all COVID-19 related absences as described above – up to the employee's accrued leave balance.**
- **Vacation - All COVID-19 related absences as described above, after Pandemic Sick Leave and sick leave is exhausted - up to the employee's accrued leave balance.**
- **If there is not enough leave to bridge the 30-day waiting period for short-term disability then Human Resources will grant an additional allowance of Pandemic Sick Leave.**

- **Report all hours for paid and unpaid leaves not related to COVID-19 as usual on the timesheet/card (e.g. vacation, sick, personal, FMLA, etc.).**

#### **Absence due to the lack of Daycare**

Until July 18th continue to use sick or vacation and if necessary Corona Virus Earnings. Effective July 19th if you cannot work due to the absence of daycare, normal sick and vacation leave policy will apply. If you expect this situation will continue for an extended period of time please contact your Human Resources partner to begin the interactive process to discuss possible work arrangements. Barring undue hardship, arrangements may include working from home, reassignment, different schedule, etc. If a reasonable arrangement is not feasible, the college may permit you to take a leave of absence and use their accrued and unused paid time off during the absence.

#### **Non-COVID-19 Related Absences**

Employees should follow our usual leave policies as found in the [Employee Handbook](#) for absences not described in this memo.

#### **More Information**

FAQ for staff can be found [here](#).