

## **Timekeeping Procedures for Non-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.

### **Modified Work Schedules**

Employees who are on a modified work schedule until further notice, will receive their full pay and benefits. To receive regular pay for hours not worked under a modified work schedule, the employee may be required to work remotely, report to work if needed on a scheduled day off-campus, or asked to work an alternate schedule at their supervisor's request.

**For modified work schedules, employees should report on their timesheet/card the following:**

- **Regular – All hours worked on campus or remotely should be listed as regular hours.**
- **Corona Virus Earnings – All remaining hours the employee was asked to remain home but would normally have worked up to their normal weekly schedule should be listed as Corona Virus Earnings (e.g. if a full-time employee actually worked 20 hours in one week (on-campus, remote, or both), and the employee did not take any paid-leave, the employee can mark 20 hours in this earning code so the employee is paid for 40 hours).**
- **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.).**

### **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 timesheet/card the following:**

- **Regular – All hours worked on campus or remotely should be listed as regular hours.**
- **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.

If you have low paid time off accruals, please speak with Jay Phillips if you are in Facilities Services Operations, Christine Schwartz if you are in DCCE, or your senior staff member.

#### **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](#).