

TIME-OFF POLICY FOR EXEMPT AND NON-EXEMPT STAFF MISSING WORK DUE TO COVID-19

Since the beginning of the coronavirus pandemic, the law school has been able to ensure all employees remained fully paid even if the employee was unable to work a full-time schedule. After all these many months, we are still unsure when the pandemic will be over. Therefore, we must create more stable work expectations that will fully support law school operations over the next several months. This policy applies to all absences due to COVID-19, including child care responsibilities, caused by the virus.

1. If a staff member is unable to work due to COVID-19, whether they have tested positive or not, the staff member should immediately update their supervisor and Human Resources.
 - a. If the staff member, or someone for whom they provide care, is immunocompromised, the staff member should contact Human Resources.
 - b. If the staff member feels well enough to work, the supervisor and staff member should agree on a temporary remote work schedule. Human Resources should be notified of the agreed-upon schedule.
 - c. If the staff member is not able to work remotely due to their health condition, normal time-off policies apply.
2. If a non-exempt staff member is working less than 37.5 hours per week, whether in-person or remote, they must report their exception time (i.e., SIC, then PLT) in accordance with college policies.
3. An exempt staff member must only complete an exception timesheet if they have exception hours (i.e., SIC, then PLT) in accordance with college policies.
4. If a staff member exhausts their SIC and PLT due to COVID, normal college policies will apply, including the possibility of short-term disability, if applicable.