

Policy Guide – Policy 4.52 Public Health Emergency Leave (COVID-19 ONLY) As of 3-26-2020 – SUBJECT TO CHANGE

APPLICATION OF POLICY 4.52 TO COVID-19

- Applies to:** All employees including wage employees and adjunct faculty
- Summary:** Provides up to **160** hours of paid leave per leave year to eligible employees to attend to their own medical needs (and/or those of their immediate family members) related to the declared public health threat during a pandemic illness.
- Effective:** Public Health Emergency Leave (PHEL) has been activated. The policy is modified to apply to the COVID-19 event. **Effective 3-26-2020 the number of hours is expanded from 80 to 160.**
- Modifications to Public Health Emergency Policy 4.52**
- Medical documentation normally required to access leave may be waived during this event due to the strain on the medical community.
 - Employees **required** by public health officials to be monitored during the incubation period may use PHEL to be paid for that period of time.
 - Employees potentially exposed but asymptomatic who choose to self-monitor may telework for the incubation period.
 - If an employee's job is not conducive to telework or other off-site arrangements, the employee will be provided PHEL.
 - Agencies are encouraged to be creative in identifying ways to enable asymptomatic employees to self-monitor away from the workplace while continuing to work.
 - Agencies that require self-monitoring to mitigate potential risk of exposure to other employees must permit teleworking or other arrangements. If other arrangements cannot be made, the agencies should award PHEL.
 - **WAGE EMPLOYEES:**
 - Agencies **must** provide paid leave to wage and adjunct faculty for the COVID-19 event in circumstances similar to those noted above.
 - Hours of paid leave awarded to wage or adjunct faculty must be counted toward the 1500 hour threshold and included in ACA* reporting.
 - Agencies may record PHEL as worked time in timekeeping systems. It should be documented that the time recorded as "worked" is actually charged to PHEL. (We may need to report on PHEL usage.)
 - Maximum* number of hours:
 - Full-time, salaried employees: up to 160 hours.
 - Part-time, salaried employees: pro-rated based on their f.t.e. status. (50% salaried employee would be granted up to 80 hours)
 - Wage employees: up to the maximum they would normally work during a four-week period.
 - **Agencies have discretion to award the additional hours as needed. There is no need to contact DHRM to for approval.**

*Affordable Care Act

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- Agency Responsibilities:**
- See March 6th Memo from Chief of Staff to Agency Heads
 - [DHRM Updates and Resources for COVID-19](#)

Definitions: Same as in published Policy 4.52

- Exception: Affected Areas definition does not apply.

For the purpose of the COVID-19 event, travel to and from Level 2 and 3 travel advisory countries is used. Certain high-risk areas in the United States may also be considered as risks. The virus is now transmitted via community spread as well as via high risk travel.