

Temporary Expanded Sick Leave Policy

Scope & Purpose

During the COVID-19 pandemic, the University has implemented a temporary change to the current Sick Leave Policy as documented in both the Faculty and Staff Manuals. This temporary expansion to the policy may be modified, shortened or extended based on available COVID-19 facts and/or ongoing impacts as determined by the University.

The University understands that during this time there is a need for flexibility as we try to manage COVID-19 implications as well as transition back to on-campus work. The goal is to prioritize the health and safety of the Wittenberg community while establishing consistent yet flexible standards for sick leave during the COVID-19 pandemic.

Eligibility

- Any employee currently eligible for regular sick leave benefits as defined in the Faculty and Staff Manuals.
 - Leave benefits will be prorated based on current employee status where applicable.

Temporary Expanded Sick Leave Benefit

- **For EMPLOYEE need**
 - An employee is able to use their sick leave benefit if they are unable to work (on campus or remotely) due to the following circumstances:
 - If subject to a federal, state, or local quarantine or isolation order related to COVID-19 (see the [CDC – Quarantine if you Might be Sick](#) and [CDC – Self Isolations and Self-Quarantine Home Assessment Checklist](#) for additional information).
 - Has been advised by a health care provider to self-quarantine related to an exposure to COVID-19;
 - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - FMLA will run concurrent with all sick leave used under this temporary expanded sick leave benefit.
 - For some, depending upon the circumstance, certification paperwork may be required from your personal healthcare provider.
 - Sick leave balances are accrued and advanced annually. In the event an employee leaves the University, any used but not yet accrued sick leave must be refunded.
- **For SPOUSE / CHILD / PARENT need**
 - The current standard sick leave policy to care for a family member allows up to 4 weeks of sick leave to be used.
 - Under the temporary expanded policy, an employee is allowed to exhaust their available sick leave balance if they are unable to work (on campus or remotely) due to the following circumstances:
 - The employee becomes a full-time caregiver for an eligible spouse, child, or parent in the event of COVID-19 related illness.
 - ✓ FMLA will run concurrent with all sick leave used under this temporary expanded sick leave benefit.
 - For some, depending upon the circumstance, certification paperwork may be required from their personal healthcare provider.
 - To care for a dependent child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.
 - Sick leave balances are accrued and advanced annually. In the event an employee leaves the University, any used but not yet accrued sick leave must be refunded.

➤ **Temporary Expanded Sick Leave Administration**

- Employees are responsible for all of the following:
 - Complete and submit the **Request for FMLA or Expanded Sick Leave** form to Human Resources.
 - Obtain and process Family and Medical Leave certification forms, if applicable.
 - Notify immediate supervisor, or other designated individual, concerning their intention for absence. The employee must take reasonable efforts to provide as much notice as possible.
 - Provide medical clearance to return to work with or without restrictions if related to employees own illness.
 - Record time used as appropriate on the:
 - ✓ Time card for non-exempt, hourly employees
 - Type “Expanded Sick Leave” in comment section
 - ✓ Exempt Attendance Tracking on the MyWitt portal for exempt, salaried, non-Faculty employees
 - Type “Expanded Sick Leave” in comment section
 - ✓ Faculty expanded sick leave will be tracked by the request form.
- Supervisors are responsible for all of the following:
 - Supporting the administration of these temporary provisions for employees under their supervision.
 - Ensuring that employee records are current and accurately reflect the Expanded Sick Leave taken and correctly tracked on time cards and leave cards.
 - Providing timely notification to human resources of employees requesting leave, using leave, or inappropriately using/recording leave.

➤ **Medical Certification**

- The University may require employees to provide medical certification for COVID-19 related illness whenever possible and appropriate.