

Guidance for Supervisors Regarding the Usage of Paid Administrative Leave Provided Pursuant to President Napolitano's Executive Order Dated March 16, 2020

- The University has modified the emergency temporary leave policies issued on March 9<sup>th</sup> in accordance with the Executive Order issued by President Napolitano on March 16<sup>th</sup>
- Effective immediately, employees will be eligible to receive up to 128 hours paid administrative leave in order to cope with the impact of the COVID-19 pandemic
- This particular leave may only be used for the following reasons all of which relate to COVID-19
  - When the employee is unable to work because the employee or a family member has a COVID-19 related illness
  - When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons and it is not operationally feasible for the employee to work remotely
  - When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or dependent
  - When an employee has been ordered to “shelter in place” and is not able to work remotely
- The allocation for employees with less than full time appointments shall be prorated based on appointment percentage
- The 128 hour allotment may be used consecutively in one block or incrementally
- Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave.
- In making the determination as to whether to grant the leave, supervisors must take into account the operational needs of the University with special consideration given to the critical importance of maintaining the continuity of medical center operations
- Employees may still use accrued sick, vacation or paid time off in order to address their own illness or the serious medical condition of a family member
- The paid administrative leave may be used prior to usage of accrued leave
- Subject to the University's ongoing operational needs, the paid administrative leave provided pursuant to the Executive Order must be used no later than December 31, 2020.
- If supervisors have questions regarding the application of this emergency leave provision, they should contact their local human resources office.