

# Policies and Procedures

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.2.33.</b>				
<i>CHAPTER:</i> <b>Human Resources</b>	<i>ISSUED:</i> 3/28/20	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>	<i>REV. D</i>
<i>POLICY:</i> <b>Pandemic Policy</b>	PAGE 1 OF 3				

## PURPOSE

The purpose of this policy is to outline pay procedures to be used in the event of a full or partial closure of the University due to a pandemic, such as COVID-19. This policy is effective as of March 28, 2020 and will terminate when the University fully reopens. The Weather or Emergency Related Absence Policy, 2.2.9, will be immediately suspended until the University reopens fully.

## POLICY

Out of concern for the health of our community, any employee who is sick must not come to work. If an employee has been advised by an authority to quarantine, they must not return to work until their quarantine is complete.

The University may restrict access to campus to protect the health and safety of the campus community.

If the University announces a **full or partial closure due to a pandemic, such as COVID-19:**

- If an employee works in a **critical role** that can only be performed **on-site**, the employee will be advised by their supervisor that the employee must continue to work on-site, and the employee will be compensated their regular pay.

### **Leave for personal illness, quarantine, caregiving and school closures:**

- **Personal Illness:** If the employee is sick, the employee must not come to work. The employee must enter sick leave to cover their absence. If sick time has been depleted, the employee must enter vacation time. The employee must notify their supervisor that they are unable to work due to their own personal health condition. In cases of extended personal illness, other benefits may apply. See FMLA and the HR website for details.
- **Quarantine:** If the employee has been advised by an authority to quarantine but is not sick, the employee must not come to work. The employee must enter sick time to cover their absence. If sick time has been depleted, the employee must enter vacation time.
- **Caregiver for a person who is ill:** If the employee is absent because the employee is a primary caregiver for someone who is ill, the employee must enter sick time to cover their absence. If sick time has been depleted, the employee must enter vacation time.
- **Care for minor child due to closure of school or daycare:** If an employee is absent because the employee needs to care for a minor child due to a school or daycare closure, the employee must enter sick time to cover their absence. If sick leave has been depleted, the employee must enter vacation time.
- **FMLA:** Some absences may qualify for protection under the Family Medical Leave Act. Please visit the Human Resources website or contact Human Resources for more information.
- **Additional Paid Time Off:** If an employee is absent for personal illness, quarantine, caring for someone who is ill, or caring for a minor child due to closure of a school or daycare, AND if the employee has fewer than 80 hours of combined sick and vacation at the time the leave commences, the University will provide additional paid time off to allow the employee to take up to 80 hours of total paid leave. This additional time off must be used consecutively and may not be used for intermittent leave.

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- If the employee performs a role that can be performed **off premise or remotely** the employee will be advised by their supervisor that they should work remotely and will be compensated their regular pay.
  - **Personal Illness:** If the employee is sick and unable to work, the employee must enter sick leave to cover their absence. If sick time has been depleted, the employee must enter vacation time. The employee must notify their supervisor that they are unable to work due to their own personal health condition. In cases of extended personal illness, other benefits may apply. See FMLA and the HR website for details.
  - **Quarantine:** If the employee has been advised by an authority to quarantine but is not sick, the employee may continue to work remotely, if the employee has sufficient work to do. If the employee does not have sufficient work to do from home, the employee must enter sick time to cover their absence for the duration of the quarantine period. If sick time has been depleted, the employee must enter vacation time.
  - **Caregiver for a person who is ill:** If the employee is unable to work because the employee is a primary caregiver for someone who is ill, the employee must enter sick leave to cover their absence. If sick time has been depleted, the employee must enter vacation time.
  - **Care for minor child due to closure of school or daycare:** If an employee is unable to work because they need to care for a minor child due to a school or daycare closure, the employee must enter sick time to cover their absence. If sick leave has been depleted, the employee must enter vacation time.
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**Lack of Work:** The University reserves the right to modify schedules of all employees. If there is insufficient work available, employees may be asked to stay home or to refrain from working at home. If insufficient work is available, the employee must record vacation for the time not worked.

**myHR** is the University’s official system of record for employee attendance and timekeeping. All sick leave and vacation leave entries must be recorded in myHR.

Supervisors are responsible for ensuring that employees properly account for absences in the myHR system. Supervisors may seek assistance from Human Resources in matters of noncompliance.

The University reserves the right to require documentation in support of the employee’s absence.

## SCOPE

This policy applies to all benefit eligible University employees.

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### **ADMINISTRATION AND INTERPRETATIONS**

Questions regarding this policy should be directed to the University's Human Resources Department.

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

Creighton University reserves the right to modify, amend, or terminate this policy at any time.