



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Emergency Paid Sick Leave (Temporary Emergency)	<b>Policy Number</b>	359
<b>Section</b>	Human Resources	<b>Approval Date</b>	December 11, 2020
<b>Subsection</b>	Compensation and Benefits	<b>Effective Date</b>	January 1, 2021
<b>Responsible Office</b>	Office of the Vice President of Planning, Budget, and Human Resources		

### 1.0 PURPOSE

1.1 This policy supports UVU’s efforts to provide a safe and healthy campus environment and reduce the potential financial burden on employees with COVID-related illness, isolation, and quarantine guidance.

### 2.0 REFERENCES

- 2.1 UVU Policy 361 *Leave of Absence*
- 2.2 UVU Policy 360 *Family Medical Leave Act (FMLA)*

### 3.0 DEFINITIONS

3.1 **Emergency Paid Sick Leave (EPSL):** Paid sick leave provided to eligible employees for qualifying COVID-related reasons.

3.2 **Individual:** For the purpose of this policy, an immediate family member, roommate or similar person, with whom the employee has a relationship, that creates the expectation that the employee would care for the person if the person were subject to a federal, state, or local quarantine or isolation order.

### 4.0 POLICY

#### 4.1 Policy

4.1.1 UVU will provide eligible employees with Emergency Paid Sick Leave (EPSL) beginning January 1, 2021, and concluding at the earliest of the following events:

4.1.1.1 The enactment of new COVID-related paid leave legislation by the federal or state government,



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**4.1.1.2** The rescission of statewide public health emergency orders due to the COVID-19 pandemic, or

**4.1.1.3** December 31, 2021.

**4.1.2** All types of leave available to employees are subject to appropriate approval; authorization for leave is subject to a reasonable assumption and expectation that the employee granted leave will return to active work upon conclusion of the approved leave.

### **4.2 Eligibility**

**4.2.1** All full-time and part-time employees who have worked for the University for at least 30 days are eligible for EPSL.

**4.2.2** An eligible employee qualifies for EPSL if the employee is unable to work (or unable to telework) due to the need for leave because the employee:

**4.2.2.1** Is subject to a federal, state, or local quarantine or isolation order related to COVID-19;

**4.2.2.2** Has been advised by a health care provider to self-quarantine related to COVID-19;

**4.2.2.3** Is experiencing COVID-19 symptoms and is seeking a medical diagnosis; or

**4.2.2.4** Is caring for an individual subject to an order described in 4.2.2.1 or self-quarantine as described in 4.2.2.2.

### **4.3 Amount of Paid Sick Leave**

**4.3.1** Eligible full-time employees who qualify for EPSL may receive up to 10 days (80 hours) of paid leave during calendar year 2021.

**4.3.2** Eligible part-time employees who qualify for EPSL may receive up to the total number of hours worked within a two-week period (on average) during calendar year 2021.

**4.3.3** EPSL will be granted only when an eligible employee with a qualifying reason is unable to work (on campus or remotely). Supervisors have authority to approve temporary remote work when doing so will not disrupt the essential job functions and business needs of the University.

**4.3.4** Requested COVID-related leave for full-time employees beyond the amount of ESPL provided by this policy will be deducted from the employee's available accrued paid leave or be subject to docked pay in accordance with UVU Policy 361 *Leave of Absence*.



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### 5.0 PROCEDURES

**5.1** To request EPSL, employees must submit the UVU *Leave of Absence Request Form*, which can be accessed through the HR Benefits Service Center Leave site within MyUVU.

**5.2** Human Resources will communicate via email with the employee and their supervisor regarding the leave.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
December 11, 2020	Temporary Emergency policy approved.	UVU Board of Trustees