

COVID-19 Work / Leave Policies

Approved by President Wilson: 3/20/2020; Revised 7/28/2020

In light of special considerations relating to the COVID-19 outbreak, the following policy applies to benefit-eligible employees at Missouri Western State University, beginning on Monday, March 23, 2020 and extend through December 31, 2020. (Dates may be adjusted and terms may be updated as needed as conditions change.)

Sick Leave

Any employee who is required or recommended to be isolated or self-quarantined due to CDC protocols or the advice of a medical professional, should use sick leave, if it is available. Similarly, any employee who has symptoms or a positive diagnosis of COVID-19 or requires time to see a medical professional for testing or diagnosis should use sick leave, if it is available. Sick leave should be reported in a timely manner to the employee's supervisor and HR. If there are concerns about exposure of co-workers to COVID-19, please inform your supervisor immediately. (Please note that Federal Leave related to COVID-19 may be available in certain instances; contact Human Resources with questions.)

Remote Working Arrangements

Each employee should work with his/her direct supervisor to determine if appropriate arrangements can be made to work remotely due to the COVID-19 outbreak. Not all jobs will be able to be approved for remote work due to substantive, technological, or access issues, but supervisors will work with employees and administrators to make these determinations on a case-by-case basis. (A remote working arrangement may also be partial, with the employee continuing to work in-office some hours/days.) Remote working arrangements will be approved only for the duration of the COVID-19 pandemic and will be revisited periodically during that time.

Separate guidance is available at <https://www.missouriwestern.edu/hr/covid-19/> for best practices on remote working arrangements. When working remotely, please keep in mind that we rely upon precious student tuition and tax dollars to operate the university for the students. We have a duty to our students and members of the community to maximize our time.

Accrued Leave for Family / Child Care

Any employee may take up to 30 days of accrued leave (personal, vacation, or sick leave) to care for immediate family members who require primary care due to closures during the COVID-19 pandemic. Such leave requires the approval of the employee's supervisor.

Employees may not bring children to the workplace in lieu of childcare, per our existing policy.

Other Use of Accrued Leave

If it is determined in working with the employee's supervisor that (i) an employee's workload has temporarily diminished due to the circumstances of the COVID-19 outbreak, or (ii) an employee's workload needs to be reduced to assist in the effort to depopulate campus due to the COVID-19 outbreak, the employee may take up to 30 days of accrued leave (personal, vacation, or sick leave). Such

leave requires the approval of the employee's supervisor and should be reported to Human Resources in the usual manner.

Temporary Unpaid Leave

If an employee has no remaining accrued leave and cannot work remotely, the employee may seek approval from his/her direct supervisor to take temporary unpaid leave for illness¹, isolation, quarantine, or to care for immediate family members during the pandemic. (Please note that Federal Leave related to COVID-19 may be available in certain instances; contact Human Resources with questions.) Such arrangements will require approval from the Director of Human Resources and will be revisited periodically. While an employee is on unpaid leave they do not accrue leave. The university will maintain employer paid medical, dental, vision, life and LTD benefits while an employee is on unpaid leave. If an employee shares the cost of the insurance premiums, the employee remains responsible for maintaining those premiums while on unpaid leave.

¹ If an employee is eligible for crisis leave, this may be used instead in cases of illness where appropriate.