

Missouri Western State University

COVID-19 PANDEMIC LEAVE

Effective 1/1/2021

Approved by Elizabeth Kennedy, Interim President

PURPOSE

The purpose of COVID-19 Pandemic Leave is to provide additional paid leave for employees who have been impacted by the COVID-19 Pandemic. The COVID-19 Pandemic Leave Bank serves as a depository into which employees may voluntarily contribute their accumulated leave for allocation to other employees who do not have sufficient accumulated leave of their own to support their paid absence from work and hence need such relief. With the December 31, 2020 expiration of the Federal funded COVID-Sick and COVID-Family leave provided by the Families First Coronavirus Response Act (FFCRA), the COVID-19 Pandemic Leave was created to provide support to impacted employees during the current pandemic specifically during the timeframe when federally-funded COVID leave remuneration is not available.

SCOPE

This policy applies to all full-time and part-time benefit eligible faculty and staff in a leave-earning position.

Employees may voluntarily donate accumulated sick and vacation leave hours for COVID-19 Pandemic Leave to aid other employees who are unable to work due to isolation or quarantine and do not have sufficient accumulated leave of their own to support their paid absence from work. Leave donated by an employee is credited at the donor's individual rate of pay; leave received by an employee is credited at the recipient's individual pay rate. Therefore, COVID-19 Pandemic Leave will be paid at the receiving employee's rate of pay. Departmental budgets will continue to be charged for an employee's salary while they are using hours from COVID-19 Pandemic Leave.

An employee on COVID-19 Pandemic Leave does not accrue sick time or vacation time but will continue to receive MWSU benefits as appropriate. Since the employee is not considered to be in a paid leave status, Missouri Western's benefits policy will maintain employer-paid medical, dental, vision, life and LTD benefits for the employee utilizing COVID-19 Pandemic Leave; all other voluntary benefits will be maintained at the employee's expense. Any use of leave from COVID-19 Pandemic Leave that is not in accordance with procedures and requirements outlined in the policy may constitute fraud and will be dealt with accordingly.

DONATION

Employees may voluntary donate leave for the COVID-19 Pandemic Leave bank. Leave may not be donated to a specific individual but rather accumulates in a common a leave bank. Leave must be donated in whole hours. Employees may donate up to 40 hours of sick or vacation. In order to donate, the employee must have a minimum balance of 240 of their own sick leave hours; however, there is no minimum vacation hour balance required for donation of these hours. Donation of either sick or

vacation hours results in the donor forfeiting any and all future rights to those hours. Employees are not eligible to donate upon separation of employment, or within six months of a planned separation. Donated sick hours are no longer reportable towards MOSERS retirement benefits upon retirement, voluntary resignation or other separation from employment.

If at any time, the balance of the COVID-19 Pandemic Leave is insufficient, Human Resources may send a communication to all employees indicating a need for donations.

To donate employees may complete the [COVID-19 Pandemic Donation Leave Form](#), found on the university's *Forms-Employees* webpage.

Donations will remain confidential and will be submitted to Human Resources for tracking and processing purposes.

At the end of the pandemic, or when Federal funding for COVID-leave becomes available, any remaining balance in this COVID-19 Pandemic Leave bank will be moved to the University's Crisis Leave bank.

REQUESTS FOR LEAVE

Employees who are unable to work on-campus or per a remote work agreement and are experiencing an isolation or quarantine due to COVID-19 are eligible to request COVID-19 Pandemic Leave. Requests will be made via the [COVID-19 Pandemic Request Form](#) found on the university's *Forms-Employee* page.

In order to qualify the following criteria must be met (1 + 2a OR 2b OR 2c):

1. Employee must have exhausted all accrued leave (sick, vacation, personal, floating holiday, and compensatory time);
and
- 2a. Employee is subject to a Federal, State, or Local quarantine or isolation related to COVID-19;
or
- 2b. Employee is advised by a health care provider to self-quarantine due to concerns related to COVID-19;
or
- 2c. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

The maximum amount of COVID-19 Pandemic Leave available to an employee will not exceed 75 hours during one instance of quarantine/isolation; an exception may be made if multiple members of the same household are quarantined or isolated. If the employee's leave status should elevate, it will be determined by Human Resources to offer Family Medical Leave (FMLA) and Crisis Leave as appropriate under federal regulations and university policies.

Employees are not limited to a one-time use of COVID-19 Pandemic Leave. If the employee qualifies for the COVID-19 Pandemic Leave, it will be made available to them.