

Subject: Important information regarding administrative leave
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From: SRU Communication
To: SRU Stakeholder

April 7, 2020

To all University employees:

On April 3, the governor extended the usage of administrative leave through April 10 for employees for whom work is unavailable. This extension includes all PASSHE employees. I'm writing today to provide you with additional information regarding what will happen *after* April 10.

For those employees performing essential services on campus or working remotely, you will continue to do so. For employees who are currently not working or unable to work remotely, the State System will follow the governor's direction for the leave extension.

Beginning April 11, employees who are not currently working or are unable to work remotely, will have the option to use their own paid or unpaid leave while maintaining health benefits. This is an alternative to furloughs which allow employees to keep their health benefits and have flexibility from a range of leave options that are best for them.

For impacted employees, additional information is below.

If you have any questions, please do not hesitate to reach out to your supervisor or to Human Resources at 724.738.2070 or sru-humanresources@sru.edu.

Thank you for everything you do for our University and our communities, especially during this unprecedented time.

Best,

Lynne Motyl
Chief Human Resources Officer

Employee information

University work locations will continue to operate, but only to provide life sustaining operations, until

at least April 30 in order to slow the spread of COVID-19.

Administrative leave due to COVID-19 will be extended through April 10

Employees who are reporting to work or are working remotely should continue to do so. The following is detailed information for impacted employees. This applies to AFSCME, SCUPA, SPFPA, POA, OPEIU, and nonrepresented employees.

Employees Who Are Not Working or Not Working Remotely:

Administrative leave due to COVID-19 will be extended through **April 10**. Beginning **April 11**, employees who are not working or not working remotely will be required to use their own leave in accordance with direction from the governor's Office of Administration.

Universities are committed to supporting employees who are impacted by the COVID-19 pandemic, while continuing to support the operational needs of universities. Therefore, those employees who are not working or who are unable to work remotely, may request to use any of the paid or unpaid leave types listed below for which they are eligible and with supervisory approval, as needed:

- Accrued and anticipated annual leave.
- Compensatory leave.
- Holiday leave earned from working on a holiday.
- Accrued and anticipated sick leave.
- Accrued and anticipated personal leave.
- Approved leave without pay with benefits.

Due to the COVID-19 pandemic, State System leave policies prohibiting employees from using paid leave during their first 30 calendar days of employment and prohibiting employees with less than one year of service from using anticipated leave are BOTH SUSPENDED temporarily for those employees who are not working or who are unable to work remotely.

For those employees who have carryover leave that was set to expire April 10, that leave would ordinarily either convert to sick leave or be forfeited. The State System will be removing the requirement to use excess carryover leave during this state of emergency. Employees will not lose this excess leave and will not have it converted to sick leave at this time. Once the state of emergency is over, the State System will reinstate the policy with at least 60-days' notice.

Employees who are not working or who are unable to work remotely are not eligible for the Families First Coronavirus Response Act leave mentioned below.

If you choose not to use, or are not eligible for, any paid leave benefits, you may be eligible for unemployment compensation benefits. Please contact uchelp@pa.gov. For additional information,

please refer to: <https://www.uc.pa.gov/COVID-19/Pages/UC-COVID19-FAQs.aspx>.

Employees Who Are Working or Working Remotely

For employees who are currently working or working remotely, the FFCRA provides up to 10 days of paid sick leave and up to 10 work weeks of paid and two work weeks of unpaid expanded family and medical leave for eligible employees based on the type of qualifying event. This additional leave may be at a reduced rate of pay. These provisions will apply from April 1 through Dec. 31. More information about the FFCRA is available at:

http://www.passhe.edu/inside/HR/syshr/Documents/FFCRA_Poster.pdf. Employee FAQs with respect to the FFCRA are available at: http://www.passhe.edu/inside/HR/syshr/Pages/COVID_FAQ.aspx. If you have questions, or wish to request paid leave under the FFCRA, please submit your request to: COVID19LeaveRequest@passhe.edu.

FAQs for Employees Who Are Not Working or Not Working remotely

- 1. Can I use my accrued and/or anticipated annual leave or my accrued and/or anticipated personal leave if there is no work available for me due to COVID-19?**
 - o Yes. Beginning April 11, employees who are not required to be on campus and who cannot work remotely must use their own leave for their absence. Employees who are reporting to work or who are working remotely should continue to do so and are not required to use leave.
 - o Employees may use their accrued or anticipated annual or personal leave to which they may become entitled in the 2020 leave calendar year.
 - o For new employees, the rules that normally prohibit employees with less than one year of service from anticipating annual leave during their first year of employment are temporarily suspended for absences due to COVID-19. Therefore, employees with less than one year of employment may anticipate annual or personal leave to which they would become entitled in the 2020 leave calendar year.

- 2. Can my supervisor deny the use of accrued or anticipated annual or personal leave related to lack of work during COVID-19?**
 - o No

- 3. Can I use accrued compensatory leave (aka “comp leave”) if there is no work available for me due to COVID-19?**
 - o Yes. Beginning April 11, employees who are not required to be on campus and who cannot work remotely must use their own leave for their absence. Employees who are reporting to work or working remotely should continue to do so and are not required to use leave.
 - o Employees may use their accrued compensatory leave; however, compensatory leave cannot be anticipated.

- 4. Can my supervisor deny the use of compensatory leave related to lack of work during COVID-19?**

- No
- 5. Can I use my accrued and/or anticipated sick leave if there is no work available for me due to COVID-19?**
- Yes. Beginning April 11, employees who are not required to be on campus and who cannot work remotely must use their own leave for their absence. Employees who are reporting to work or working remotely should continue to do so and are not required to use leave.
 - Normally, the use of sick leave is only appropriate when you are sick or injured. However, the rules associated with sick leave use have been temporarily suspended for absences due to COVID-19. This temporary suspension is only in effect during the COVID-19 emergency.
 - Employees may use accrued and anticipated sick leave to which they would become entitled in the 2020 leave calendar year.
 - For new employees, the rules that normally prohibit employees with less than one year of service from anticipating sick leave during their first year of employment are temporarily suspended for absences due to COVID-19. Therefore, employees with less than one year of employment may anticipate sick leave to which they would become entitled in the 2020 leave calendar year.
- 6. If I use sick leave because I am sick or injured for any reason including sickness due to COVID-19, do I still need a note from my doctor?**
- No. The rules associated with sick leave use, including the rule requiring employees to provide a doctor's note for any sick absence of three or more consecutive workdays, have been temporarily suspended for absences due to COVID-19. This temporary suspension is only in effect during the COVID-19 emergency.
- 7. Can my supervisor deny the use of sick leave related to lack of work during COVID-19?**
- No
- 8. Can I use approved leave without pay instead of using all my paid leave during this time?**
- Yes. Approved LWOP may be used with supervisory approval. However, LWOP must be used in increments equal to at least one full pay period. You may begin LWOP in the middle of a pay period provided the LWOP extends through the end of the next pay period.
- 9. Can I use a combination of LWOP and paid leave during this time?**
- Yes. However, LWOP must be used in increments equal to at least one full pay period.
- 10. Am I still responsible to pay the employee health care contribution if I use LWOP?**

- Yes. If you are on LWOP for more than one full pay period, you will receive a bill from the Pennsylvania Employee Benefits Trust Fund or the State System for the required employee contribution/payment.

11. Will I earn leave or seniority while on unpaid leave?

- No, you do not earn leave or seniority credit while on unpaid leave.

12. If I am currently on administrative leave due to work not being available can I apply for FFCRA leave?

- No, you only qualify to utilize FFCRA leave if there is work available that you are unable to perform.