

**Subject:** Staff attendance update

**Date:** Wednesday, March 18, 2020 at 4:21:31 PM Eastern Daylight Time

**From:** SRU Communication

**To:** SRU Stakeholder

March 18, 2020

Colleagues:

I'd like to first like to thank everyone for continuing the great work – whether you are working remotely or on campus – that our University is known for in the current face of adversity, aka COVID-19. It is important to our students that we continue the business of being a rock, no pun intended, for them during these uncertain times and provide some sense of “normalcy” as we get set to begin educating them again March 30.

The current global outbreak has obviously changed some of the ways that we operate our institution as evidenced by our move to distance-learning modalities and, where applicable, telecommuting. That being said, you may have already received, or will be receiving, a notice from your supervisor related to:

- Working remotely if your duties allow you to do so.
- Working a combination of remotely and on-campus if your duties allow you to do so.
- Remaining on-campus exclusively if your job duties are deemed critical and essential.
- Performing other duties remotely or on-campus that are outside of your normal assignments in order to maintain business continuity.

The Office of the Chancellor has approved 10 business days of paid administrative leave for employees in the following situations:

- Employees that self-quarantine from international travel *and* are unable to work from home.
- Employees that are requested to go home because they show symptoms *and* are unable to work from home.
- Employees that reside or work in a quarantine zone.
- Employees that are unable to telework due to technology or because their role is not conducive to teleworking.

For some employees in Facilities and Planning, you will be receiving notification from your supervisor/manager that you may be working on campus intermittently. For those days you are not scheduled to work on campus, you are entitled to use paid administrative leave (up to ten business days). Please use ESS to request use of AL.

Additionally, the president's message to staff on March 16 stated, “For those employees who are unable to work or fulfill their duties remotely because of health or family care concerns would also be eligible to take advantage of this option. Employees should speak with their supervisor.”

Further, current guidance from the Pennsylvania Department of Health and the Centers for Disease

Control and Prevention advises people who have symptoms of acute respiratory illness to stay home and **not to return to work or school until they are fever free without the use of fever-reducing medications for 24 hours**. As such, the State System is temporarily waiving the requirement that an employee obtain a doctor's certificate for an absence of three consecutive days or more. Please note that this waiver only applies to absences resulting from employees and/or family members of employees who have acute respiratory illness symptoms. A doctor's certificate remains necessary for all other absences due to illness or injury.

While the work we do for our students remains important, your health and that of your family continues to be your biggest priority right now. Take care of yourselves and stay safe and healthy. Continue to practice the habits of social distancing and hygiene shown to mitigate the spread of COVID-19.

Thank you,

Lynne Motyl  
Chief Human Resources Officer