



## **Pandemic Policy for Vacation and Sick Leave**

**Effective Date:** June 1, 2020 – December 31, 2020

### **PURPOSE**

The purpose of this document is to communicate UIW's temporary policy related to the use of vacation and sick leave during the COVID-19 Pandemic. The university recognizes the impact that COVID-19 may have on an employee's ability to work for various reasons. The first course of action is to explore flexible work options, such as remote work or flexible schedules, where possible. In the event that neither flexible nor remote work arrangements are possible, employees may take advantage of this temporary policy.

### **SCOPE**

Applies to regular, full-time UIW employees who accrue sick and vacation time. Employees who do not accrue sick or vacation time and do not have any other type of paid leave will be on an unpaid status.

### **ACCRUED LEAVE USAGE POLICY**

Family Medical Leave, regular doctor's appointments and vacation days will continue to be handled according to the current sick and vacation policies found in Chapter 4 of the employee handbook. Due to the COVID-19 Pandemic, employees may use paid leave for the following reasons.

- 1. *Employees who are quarantined or isolated due to a COVID-19 diagnosis or a suspected case of COVID-19 may use accrued leave in the following order:***
  - Emergency Time off with Pay (EWP)
- 2. *Employees who have had close contact with a confirmed case of COVID-19 and instructed to self-isolate may use accrued leave in the following order:***
  - Emergency Time off with Pay (EWP)
- 3. *Employees off work to care for a child or dependent due to the closure of a school or childcare facility based on a COVID-19 response may use accrued leave in the following order:***
  - Vacation leave
  - Sick leave
  - Leave without pay (LWOP) once all leave has exhausted. Employees may be eligible to apply for partial unemployment through the Texas Workforce Commission.
- 4. *Employees off work based on being considered a "high-risk" individual according to the CDC guidance may use accrued leave in the following order:***
  - Sick leave
  - Vacation leave

- Family Medical Leave (FMLA) an employee may be eligible for FMLA based on qualifications and eligibility requirements. See policy 4.8 Family Medical Leave (FMLA runs concurrently with paid leave)
  - Leave without pay (LWOP) once all leave has exhausted. Employees may be eligible to apply for partial unemployment through the Texas Workforce Commission.
5. ***Employees off work because a dependent or family member lives in the employee's household who is considered a "high-risk" individual according to the CDC guidance may use accrued leave in the following order:***
    - Vacation leave
    - Sick leave
    - Leave without pay (LWOP) once all leave has exhausted. Employees may be eligible to apply for partial unemployment through the Texas Workforce Commission.
  6. ***Employees off work based on a general concern may use accrued leave in the following order:***
    - Vacation leave
    - Leave without pay (LWOP) once leave has exhausted.
  7. ***Employees off work because they traveled out of the state for personal reasons and is now required to self-isolate for 14 days may use accrued leave in the following order:***
    - Vacation leave
    - Leave without pay (LWOP) once all leave has exhausted. Employees may be eligible to apply for partial unemployment through the Texas Workforce Commission.
  8. ***Employees off work because they traveled out of the state for business reasons and is now required to self-isolate for 14 days may use accrued leave in the following order:***
    - Emergency Time off with Pay (EWP)
  9. ***Employees off work due to the lack of work or inability to work remotely due to the current COVID-19 pandemic.***
    - Vacation leave
    - Sick leave
    - Leave without pay (LWOP) once all leave has exhausted. Employees may be eligible to apply for partial unemployment through the Texas Workforce Commission.

## **Reporting Process**

The accrued leave can be applied through the usual time reporting process, webtime entry for staff employees, and the leave notice for administrators and faculty. Employees who have flu-like symptoms, tested for COVID-19, or have been in close proximity to someone who has tested positive for COVID-19, must stay home and complete the online [UIW COVID-19 Illness Reporting Form](#) Please contact the Department of Human Resources for further assistance and additional guidance.