



2021 USU COVID-19 Paid Leave

2021 USU COVID-19 Paid Leave provides USU employees with paid leave for specified reasons related to COVID-19. These provisions will apply from January 1, 2021 through December 31, 2021*.

Supervisors are authorized to approve telework and/or flexible schedules wherever possible for positions where work can be done remotely. For employees and positions that are not able to work or telework due to COVID-19, paid leave may be available.

USU Employee Who:	Effective 1/1/2021, Employees are Eligible For:	Where and How to Process Leave:
<p><i>Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19</i> OR <i>Has been advised by a health care provider or USU Risk Management to self-quarantine related to COVID-19</i> OR <i>Is experiencing COVID-19 symptoms and is seeking a medical diagnosis</i> OR <i>Is caring for an individual subject to a Federal, State, or local quarantine or isolation order or who is in self-quarantine.</i></p>	<p>Up to 80 hours for benefited employees and up to 40 hours for non-benefited employees of USU COVID-19 Paid Leave.</p> <p>For benefited employees, any time needed beyond 80 hours may be paid with accrued sick leave, comp time (for non-exempt employees) and annual leave.</p>	<p>Benefited Employees Employee should request leave in MyTime by selecting the <i>2021 USU COVID-19</i> leave type option under the <i>Type</i> drop-down menu in the <i>Leave & Exceptions</i> button.</p> <p>Non-Benefited Employees Supervisor will submit leave request in Service Now.</p>

Contact the USU Human Resources Solutions Center at (435) 797-0122 or hr@usu.edu for additional support or guidance.

*USU reserves the right to rescind, retire, or modify this document at any time, with or without notice, as deemed necessary and appropriate by the president and the USU COVID-19 Action Committee.