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.

<table>
<thead>
<tr>
<th>USU Employee Who:</th>
<th>Effective 1/1/21, Employees are Eligible For:</th>
<th>Where and How to Process Leave:</th>
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</table>
| Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 OR Has been advised by a health care provider or USU Risk Management to self-quarantine related to COVID-19 OR Is experiencing COVID-19 symptoms and is seeking a medical diagnosis OR Is having a reaction or is not well enough to work due to receiving a COVID-19 vaccination OR Is caring for an individual subject to a Federal, State, or local quarantine or isolation order or who is in self-quarantine. | Up to 80 hours for benefited employees and up to 40 hours for non-benefited employees of USU COVID-19 Paid Leave. 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. | Benefited Employees
Employee should request leave in MyTime by selecting the 2021 USU COVID-19 leave type option under the Type drop-down menu in the Leave & Exceptions button.

Non-Benefited Employees
Supervisor will submit leave request in Service Now |

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.