

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 can and should require an employee who is ill with any symptoms to stay home, seek a COVID-19 test, and not return until their symptoms subside. Such employees may telework from home, if well enough and their position permits or seek approval for USU COVID-19 Paid Leave. They should also complete the USU COVID-19 Questionnaire. Learn more at covid19.usu.edu.

USU Employee Who	Effective 1/1/21, Employees are Eligible For	Where and How to Process Leave
<p>Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19</p> <p>OR</p> <p>Has been advised by a health care provider, USU Risk Management, or USU Case Containment to quarantine related to COVID-19</p> <p>OR</p> <p>Is experiencing symptoms of an illness and is seeking a COVID-19 test</p> <p>OR</p> <p>Is getting the COVID-19 vaccination, is having a reaction, or is not well enough to work due to receiving a COVID-19 vaccination</p> <p>OR</p> <p>Is caring for an individual who has been told to quarantine or isolate by public health officials.</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</p> <p>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.</p> <p>Non-Benefited Employees</p> <p>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.