



UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

Temporary Modified Sick Leave Policy to Address COVID—19

Policy Statement

The University of New England leadership continues to monitor developments regarding the coronavirus, known as COVID-19. In an effort to address the needs of our employees who are unable to work, including remotely, during the pandemic, effective July 13, 2020, UNE is implementing a modification to the sick leave policy specifically for COVID-19 related matters. This policy may be discontinued at any time at the sole discretion of UNE, and shall be discontinued when the acute pandemic risk is determined to have diminished. This policy is administered by the Office of Human Resources.

Employees Eligible

Benefit eligible faculty and professional staff who are required to be out of work due to one of the following circumstances, **and** in the event that the employee is not able to work remotely:

- The employee has a confirmed case of COVID19.*
- The employee is responsible for the care of a household member with a confirmed case of COVID-19 and thus has been exposed to the virus.*
- The employee has been contacted by CDC, a medical professional, or Human Resources and was informed they are classified as a close contact and need to self-isolate.*

***Note:** Documentation may be required.

Modified Policy

Eligible employees, as defined above, may use up to a total 80 hours (or 10 days) sick leave for full time employees and up to 40 hours (or 5 days) sick leave for half time employees, for a COVID-19 event as detailed above. This one-time bank of time will be in addition to the standard leave times already provided by UNE. Proper documentation indicating either the employee has had a positive COVID-19 test or other documentation that substantiates the absence is COVID-19 related.

Please note that employees may also choose to use other leave options, such as accrued vacation time, personal day, and floating holidays.

Process to Request this Modification to the Sick Leave Policy

Eligible employees requesting this modification to the sick leave policy should email HR-COVID19Questions@une.edu, to request the appropriate paperwork.

July 2020