

Temporary COVID-19 Pandemic Leave Policy

Definitions and Instructions for entering time during COVID-19 in OnTrack

Beginning with the start of Governor's phase two, Elon University will provide paid time off for exempt (salaried) and non-exempt (hourly) staff for use during periods of quarantine, employee illness, and/or care for others related to COVID-19 associated disruptions up to **160 hours** for the categories described below.

When to use COVID-19 Pandemic Time Off:

Employees are eligible to utilize Pandemic Leave if they fall into one of three categories below:

- Staff member's own illness related to COVID-19
- Caring for an immediate family member's illness related to COVID-19
- Quarantine/isolation due to COVID-19 symptoms or possible exposure to the virus, when remote work options are not available

Reporting Pandemic Leave:

A special leave code titled *Pandemic Leave* has been created in OnTrack for staff to use when an absence is related to COVID-19. When entering an absence related to COVID-19 in OnTrack, please use the *Pandemic Leave* option. Time off using this absence code may be used in hourly increments or for full or half days as needed. Staff members who are sick unrelated to COVID-19 or caring for family members who are sick unrelated to COVID-19 should use regular sick leave.

Accrual Rate - Full Time Staff:

Elon University will provide paid time off for full-time exempt (salaried) and non-exempt (hourly) as per the categories above for a total of 160 hours.

Accrual Rate - Part-Time:

Regular part-time employees who work 20-39 hours per week for 12 months each year generally accrue on the same basis as full-time employees, except it is pro-rated according to the number of regular hours worked. Regular part-time employees who work 40 hours per week but less than 12 months per year should contact Payroll to find out at what rate they earn for this leave.

Pandemic Leave will not be paid upon termination or retirement and the university reserves the right to terminate this policy at any time and for any reason.

As always, communication with your supervisor during this time is critical. For additional information regarding the entry of this leave, please contact our payroll administrator at kbeal@elon.edu. For information regarding the different circumstances around using this leave, please contact Human Resources at hr@elon.edu.

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