



Division: Human Resources

Classification: VPFA

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| TITLE | |
|--|--------------------|
| WOU COVID-19 Sick Leave | |
| POLICY NUMBER | |
| XXX-XXX-XXX (policy council staff will assign) | |
| RESPONSIBLE OFFICER | UNIVERSITY CONTACT |
| VPFA | Human Resources |
| SUMMARY | |
| <p>In recognition of employees' needs for additional support and flexibility during the COVID-19 pandemic as well as the importance of not spreading illness in the workplace by providing COVID-19 Sick Leave. All employees may use WOU COVID-19 leave for paid time off when they or a member of their immediate household needs to quarantine or isolate due to testing positive for or being exposed to COVID-19.</p> | |
| APPLICABLE TO | |
| <p>Unclassified Professional, Classified staff (full and part-time), Graduate Assistants, Student Employees, regardless of length of employment. This leave does not apply to volunteers, vendors, or third party contracted workers (often referred to as independent contractors).</p> | |
| DEFINITIONS | |
| <p>Quarantine – when you have been in close contact (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated.</p> <p>Isolate - is used to separate people infected with COVID-19 from those who are not infected.</p> | |
| AUTHORITY | |
| Office of the President | |

STATEMENT OF AUTHORITY

WOU employees shall be eligible for a maximum of eighty (80) hours of paid COVID-19 leave. Full-time employees are eligible for 80 hours based on 1.0 FTE, leave is pro-rated for part-time employees and students.

Employees in compliance with the vaccination requirement are eligible for the COVID-19 Leave Program. Employees who are not in compliance can come in to compliance to become eligible.

*COVID-19 Leave Program may be used from July 1, 2021 through June 30, 2022. Full-time employees receive 80 hours of paid leave. Part-time employees receive enough pro-rated, paid leave to cover two weeks of work. Leave will be paid at the employee's regular rate of pay. And may be used in addition to other employee leaves available through existing collective bargaining agreements and university policies.

The first course of action is to explore flexible work options, such as remote work or flexible schedules, where possible. Because flexible work arrangements are not always appropriate or viable due to personal and operational realities, we want to highlight the university's leave programs available during the WOU COVID-19 response.

Employees may utilize WOU COVID-19 Sick leave for the following reasons:

- Time off to obtain a COVID-19 vaccine or recover from side-effects
- Time off to obtain a COVID-19 test or waiting for COVID-19 test results
- Time off for the employee to quarantine or isolate due to COVID-19
- Time off to care for a family member who is required to quarantine or isolate due to COVID-19

Medical documentation is not automatically required, but may be requested by Human Resources.

COVID Leave hours may not be cashed out and do not roll over beyond 06/30/2022.

REFERENCED OR RELATED POLICIES

[FFCRA](#)

[FMLA](#)

[HB 2474](#) OFLA sick child leave is available when a child's school or place of care is "closed" to your child due to a public health emergency such as COVID-19. If your child's physical access to the facility is not restricted, OFLA sick child leave would not be available. However, OFLA sick child leave may still be available if your child is under a quarantine order or has been advised by a health care provider to self-isolate or self-quarantine.

RELEVANT DOCUMENTS AND LINKS

HISTORY

APPROVAL DATE: 09/29/2021

EFFECTIVE DATE: 07/01/2021 – 06/30/2022

LAST UPDATED: XX/XX/XXXX

HISTORICAL DETAIL NOTES:

SOURCE:

KEYWORDS