COVID-19 STATE OF EMERGENCY
Q&As for All Employees

Leave Information

March 18, 2020

The following information provides guidance on emergency protocols related to the COVID-19 State of Emergency. Due to the continuously evolving nature of information related to this emergency, the information provided in this document is subject to change as circumstances change.

Dear Fellow Employees,

We are working vigorously to keep you updated on answers to questions we are receiving. The information below is provided to help you during this emergency. I would like to remind you that if you are not feeling well, please stay home from work. We are in this situation together. By staying home when we are not well, we help our co-workers and our neighbors stay healthy.

1. **If I’m not feeling well should I stay home from work?**

   Yes. You should stay home from work if you are not feeling well, even if you don’t have symptoms specific to the COVID-19 virus (cough with signs of fever or shortness of breath). If you are a full-time employee, you should use your accrued sick leave. If you do not have enough sick leave available, you should use other available paid time off (annual leave, compensatory time, floating holidays). If you still do not have enough leave time available to cover your absence, you will be allowed to carry a negative leave balance or take leave without pay. Any questions on use of leave should be directed to your human resources team.

2. **If I come to work and am sick or become sick, can my supervisor send me home?**

   Yes. Supervisors should monitor their employees and should send sick employees home. If you are a full-time employee, you should use your accrued sick leave. If you do not have enough sick leave available, you should use other available paid time off (annual leave, compensatory time, floating holidays). If you still do not have enough leave time available to cover your absence, you will be allowed to carry a negative leave balance or take leave without pay. Any questions on use of leave should be directed to your human resources team.

3. **Can my supervisor require a doctor’s note before allowing me to go home or come back to work?**

   No. At this time, a doctor’s note will not be necessary before allowing an employee to go home or return to work. You should not return to work until you have been symptom free for 24 hours.
4. *Can I use leave to stay home with my children due to school closures?*

Yes. If you are a full-time employee, you should use your accrued sick leave. If you do not have enough sick leave available, you should use other available paid time off (annual leave, compensatory time, floating holidays, etc.). If you still do not have enough leave time available to cover your absence, you will be allowed to carry a negative sick leave balance or take leave without pay.

Any questions on use of leave should be directed to your human resources team.

Thank you,

Lorrie Rudis
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