What should I do if I display symptoms of Covid-19 illness?
Stay home (with the exception of getting medical care) and avoid public areas and transportation; separate yourself from other people in your home. For time off work, employees may utilize their sick leave hours.

What if I don’t have enough sick leave hours to cover my absence from work?
If an employee does not have enough hours to cover their absence due to Covid-19 illness symptoms (i.e. fever, cough, shortness of breath), they must notify their supervisor as soon as possible.

When the employee completes their time entry (via Web Time Entry), they enter all their sick hours utilizing their entire sick leave balance. Employees must advise their supervisor of the additional number of sick leave hours they need to remain in full pay status for that pay period.

What will my supervisor do if I am out of sick leave hours and sick with Covid-19 illness?
An employee’s supervisor will request a payroll override for their staff who are absent with Covid-19 illness symptoms. This payroll override will allow employees who exhaust sick leave to maintain a negative sick leave balance up to negative 80 hours and remain in paid status for the full recommended 14-day quarantine timeline.

I am a supervisor with staff who are out ill with Covid-19 illness and do not have enough sick leave hours to remain in full pay status. What do I do?
Supervisors are to email Lindsay Grange, HR Specialist (lgrange@callutheran.edu), with the following information. The email notification must be sent concurrent with the approval timeline for their staff’s time entry (typically by noon on Monday of the payroll cycle):
- Staff members’ name
- The applicable pay period
- The number of required sick leave hours the employee needs to remain in full pay status

What if I need to care for a family member (as defined in the sick leave policy) who has Covid-19 illness symptoms? Am I able to use my sick leave?
Yes: Employees may utilize sick leave to care for a family member (as defined in the sick leave policy) who has Covid-19 illness symptoms.

What is the definition of “family members” for the purposes of the Sick Leave Policy?
The definition of “family” for the purposes of the Sick Leave Policy is located here.

What if I need to care for a family member (as defined in the sick leave policy) who has Covid-19 illness symptoms and I have exhausted my sick leave?
If an employee does not have enough hours to cover their absence, they must notify their supervisor as soon as possible.

When the employee completes their time entry (via Web Time Entry), they enter all their sick hours utilizing their entire sick leave balance. Employees must advise their supervisor of the
additional number of sick leave hours they need to remain in full pay status for that pay period. The supervisor will request a payroll override from Lindsay Grange, HR Specialist (lgrange@callutheran.edu).

**What if I am not ill with Covid-19 illness, but under quarantine?**
An employee may work from home if their supervisor agrees they can perform their job remotely. In this instance, all hours worked must be noted on the employee’s time entry. If the employee’s job cannot be performed remotely, an employee may utilize their available vacation leave balance.

**What if I can’t work remotely and I do not have childcare?**
Supervisors will continue to allow flexibility in the particular time of day that staff work and assist those who can offer their talents to other departments to fill their workday/week. Those who are challenged to complete their workweek, have demands that keep them from working or cannot find alternative work within the University must consult with their supervisor regarding their specific situation and time-reporting requirements.

**Am I required to provide a physician’s Return to Work Certification for medical absences of five (5) or more consecutive days?**
No: In response to the CDC’s recommendation, the provision of the University Sick Leave Policy that requires employees to provide a physician’s Return to Work Certification for absences of five (5) days or more has been stayed during the time that we are observing “social distancing.”

**What if I am an employee who is 65 or older or one with an underlying health condition that makes me more at risk from COVID-19? Can I go to work?**
The CDC does categorize individuals who are 65 or older or those with an underlying health condition as at a greater risk from COVID-19. The Ventura County health officials recently lifted the Safer-at-Home restriction for these individuals. Essential workers in these populations may return to work, however at this time are not required to do so. If you are in this category and able to return to work please contact your supervisor for arrangements and protocols.

If you are in this category, unable to return to work and able to work from home, please contact your supervisor to discuss how you will perform your job remotely. The University encourages individuals who are able to work from home to do so. If you are in this category and you cannot perform your job remotely, we request that you discuss your status with your supervisor. Supervisors will assist those who can offer their talents to other departments to fill their workday/week.

**Should I take a rest and meal break while working remotely if I am a non-exempt employee?**
Yes: Even if a non-exempt employee is working remotely, it is Cal Lutheran’s obligation to ensure that they take a minimum 30-minute meal break and rest breaks in accordance with California law:

- If a non-exempt employee works at least 3.5 consecutive hours in a day, they are entitled to a paid 10-minute rest break.
- If an employee works over five (5) consecutive hours in a day, they must take an unpaid meal break of at least 30 minutes. If an employee begins work at 8:00 AM, they must take their unpaid 30-minute meal break by 1:00 PM.

We understand that some employees may be working unusual hours and not the more common 8:00 AM to 5:00 PM schedule. Employees are asked to be mindful about limiting their daily work
hours not to exceed 8-hours per day or their normal part-time hours and take their required rest and meal breaks.

My spouse and I are both Cal Lutheran employees. We are both working from home and caring for our children at the same time. How do we record our hours up to our full schedule if we cannot actually fill them due to childcare?

If an employee works from home and is unable to work their normal hours, the employee records the hours worked as such.

Supervisors will continue to allow flexibility in the particular time of day that staff work and assist those who can offer their talents to other departments to fill their workday/week. Those who are challenged to complete their workweek, have demands that keep them from working or cannot find alternative work within the University must consult with their supervisor regarding their specific situation and time-reporting requirements.

I am working remotely, and I do not have enough work to complete my full schedule. How should I record the remaining hours in my work day?

Employees should communicate with their supervisor about workload. Those who are challenged to complete their workweek, have demands that keep them from working or cannot find alternative work within the University must consult with their supervisor regarding their specific situation and time-reporting requirements.

If I do not have enough hours to complete my workweek, how do I find alternative work to fill my hours?

Supervisors will continue to allow flexibility in the particular time of day that staff work and assist those who can offer their talents to other departments to fill their workday/week. There is a variety of work in other departments that needs to be completed to support the University. Each vice president has identified specific areas in their divisions where assistance is needed. If you need alternative work to ensure your workweek is full, please contact your supervisor/department manager. The supervisor/department manager will coordinate available hours with available work.

How will I be paid if I decline alternative work?

The University is confident that there is sufficient alternative work to fill all of the available work hours of staff. If a staff member declines alternative work, then they are required to use all accrued vacation hours until their vacation balance reaches 80 hours. Employees may use all of their vacation hours. If an employee declines alternative work and has exhausted their vacation hours, they will then be put in a voluntary unpaid leave status or a voluntary reduction in hours status. If an employee declines alternative work and chooses to maintain a vacation balance of 80 hours, they will then be put in a voluntary unpaid leave status or a voluntary reduction in hours status.

If I have a voluntary unpaid leave status or a voluntary reduction in hours status, how will my benefits be impacted?

Your health and voluntary benefits will remain in full as long as your earnings are sufficient to cover the employee portion of the premiums that are deducted from your paycheck.

If I have a voluntary unpaid leave status or a voluntary reduction in hours status, can I file for unemployment insurance?

Anyone may apply for unemployment benefits through the Employment Development Department (EDD). However, the University will be required to inform the EDD that the leave or reduction in hours status is voluntary, which may impact eligibility.
If I travel internationally for personal reasons and immediately quarantine upon my return for 14 days as required by the CDC guidelines, how will I be paid?

An employee may work from home if their supervisor agrees they can perform their job remotely. In this instance, all hours worked must be noted on the employee’s time entry. Supervisors will continue to allow flexibility in the particular time of day that staff work and assist those who can offer their talents to other departments to fill their workday/week. There is a variety of work in other departments that needs to be completed to support the University.

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For more information or to answer a question not included in the FAQs, please contact the Human Resources Department at (805) 493-3185, or email hr@callutheran.edu.