Covid-19 (Coronavirus) Absence Process
Frequently Asked Questions

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 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).

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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 sick leave balance. The employee’s supervisor must be advised of the additional number of sick leave hours the employee needs, if any, to remain in full pay status.

**What if my child’s school closes and I do not have childcare?**
An employee may work from home if their supervisor agrees they can perform their job remotely.

If the employee’s job cannot be performed remotely, the employee may utilize available 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 for the necessary hours up to a negative 80-hour balance.

However, effective March 19, 2020, an employee should record the unworked hours (up to the maximum they are normally scheduled to work) as “Emergency Closure” instead of sick leave.

**Are temporary employees included in the provisions for absences and sick leave?**
Yes: Temporary employees who are scheduled to work during this time period are included in the provisions regarding working from home, sick leave usage, and “Emergency Closure.”

**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 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 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 work from home?**
If you are in this category and able to work from home, please contact your supervisor to discuss how you will perform your job remotely. If you are in this category and you cannot perform your job remotely, we request that you not report to work until further notice and record your time as “Emergency Closure” on your time entry (via Web Time Entry).

**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. As of March 19, 2020, an employee should record other hours as “Emergency Closure” up to the maximum they are normally scheduled to work. For hours spent caring for a family member (as defined in the sick leave policy) prior to March 19, 2020, an employee should record that time as sick leave.

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. As of March 19, 2020, an employee should record other hours as “Emergency Closure” up to the maximum they are normally scheduled to work.

How do I report my time if Cal Lutheran officially closes campus locations? (NOTE: Closure for each site may be determined independently.)
An employee may work from home if their supervisor agrees they can perform their job remotely. If the employee’s job cannot be performed remotely, the employee should report their time as “Emergency Closure” on their time entry (via Web Time Entry).

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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.