Time Entry and Leave Procedures During COVID-19 Remote Work Period

As of April 29, 2020

**Classified and Professional Hourly employees working remotely** should enter regular Hours Worked. If an employee is sick or takes time away from their duties, annual, sick or compensatory leave should be used as defined in PS-12.

**Professional Unclassified and Academic employees working remotely** should not enter leave for the time they are working. Should the employee take time away from their work, annual or sick leave should be used as defined in PS-12.

**Effective March 17, 2020, only those employees that are considered essential personnel or that departments have determined to be essential to departmental operations should report to campus as usual.** All time worked for these employees should be regular Hours Worked for hourly employees. Beginning Tuesday, March 24th, these employees should enter Emergency hours worked as directed in Time Entry and Leave Procedures During COVID-19 Remote Work Period.

**Employees who cannot work remotely:** If a worker is unable to perform their job remotely, cannot maintain connectivity to perform remote work and/or does not have other work they can perform remotely, the worker should contact their unit head for direction. This remote work period has been extended through midnight on May 6, 2020.

Employees currently on Leave of Absence Without Pay will continue with their current leave type.

**See below for specific scenarios for employees who may be sick or experiencing dependent care issues arising from the state mandated school closures (Proclamation No. JBE 2020-33). LSU is following guidance from State Civil Service for classified employees, and Division of Administration for unclassified employees, and provisions under Families First Coronavirus Response Act (FFRCA) effective April 1, 2020.**

For all of the following scenarios where Special time off (leave) applies, the reason codes COVID-19 and COVID-19 Family have been created in Workday and are paid leave. Please follow all directives regarding the use of these leave types. Reason code COVID-19 should be used for employee as self and reason code COVID-19 Family should be used for care of family members. Prior to being eligible for Special leave, the employee may have to exhaust all sick, compensatory and annual leave with exception of Scenario 3.

Special time off, reason code Emergency should **not** be used at this time.

**SCENARIO ONE: Employee presumptively or positively diagnosed with COVID-19**

The employee shall remain home until he/she is cleared by a medical doctor to return to work and/or LSU has resumed normal operations. The employee is entitled to 80 hours of paid sick leave per the FFRCA and General Circular 2020-023 and should be entered as Special Leave, reason COVID-19. Normal sick leave rules apply thereafter. That is, the employee will continue in paid leave status via the use of
sick leave. The employee may use compensatory leave and annual leave, as applicable, upon exhaustion of sick leave.

In the event all sick, compensatory and annual leave (in that order) are exhausted, the employee may request Special Leave, reason code COVID-19 under Civil Service Rule 11.23(d) through midnight on May 6, 2020.

Additionally, in this situation, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern. All questions regarding the processing of FMLA leave should continue to be directed to LaTausha Duncan (lataushab@lsu.edu).

**SCENARIO TWO: Employee is visibly sick and/or exhibits symptoms of COVID-19 and refuses to leave work** - Essential employees only

While there are no rules that directly address this specific issue, the supervisor should always start by asking the employee to leave work and, if he/she agrees, place the employee in sick leave status in Workday. If the employee refuses, the supervisor should take the following actions, in the listed order of preference, until the employee is cleared by a medical doctor to return to work:

- Enforced sick leave under C.S.R. 27.3; or
- Enforced compensatory leave under C.S.R. 21.6(b), if applicable;
- Enforced annual leave under C.S.R. 11.9 (if annual leave balance is above 240 hours); or
- Place the employee off from work pursuant to Chapter 12 Civil Service Rules (please contact Employee Relations for guidance)

**SCENARIO THREE: Employee possibly exposed to COVID-19 and has no symptoms of illness** – Essential employees only

Under this scenario, an employee may have traveled internationally, may reside with a family member who has traveled internationally, may be aware of possible exposure to someone presumptively or positively confirmed to have COVID-19, or may have been contacted by health officials to advise that such contact has occurred. In such cases, the employee is required to report that information to Human Resources. Out of an abundance of caution, LSU may desire to have the employee away from the workplace during the incubation period of the virus. Since the employee is ready for duty and has no visible symptoms of illness, every effort should be made to maintain the employee in paid status while off from work. When LSU determines it is in the best interest of the university, the supervisor may take the following actions, in the listed order of preference:

- Allow the employee to work remotely through the designated incubation period.
- Provide time off without loss of pay or loss of leave through the incubation period under Civil Service Rule 11.23(d). The employee is entitled to 80 hours of paid sick leave per the FFRCA and General Circular 2020-023 and should be entered as Special Leave, reason COVID-19. Normal sick leave rules apply thereafter.

The leave usage provisions set forth above apply to an employee remaining home to take care of a spouse or dependent child residing in his/her household who has been presumptively or positively
diagnosed with COVID-19. This may be the result of doctor’s orders and/or LSU acting in the best interest of the university. In this event, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern. The employee is entitled to 80 hours of paid sick leave per the FFRCA and General Circular 2020-020 and should be entered as Special Leave, reason COVID-19 Family.

- All questions regarding the processing of FMLA leave should continue to be directed to LaTausha Duncan (lataushab@lsu.edu).

Employees who are required to remain home as a precaution should be required to continually update their supervisor on their status. Sick leave status will become appropriate if the employee becomes sick with any other illness.

**SCENARIO FOUR: Dependent care issues arising from Proclamation No. JBE 2020-33**

Under this scenario, dependent care issues may arise from the closure of schools and daycares as a result of Proclamation No. JBE 2020-33. LSU encourages departments to allow employees to work remotely if able. If an employee is not able to work remotely and cannot report to work because of dependent care issues, the employee may request Special time off, reason code COVID-19 Family for the first ten working days based upon their scheduled weekly hours. Beginning on the 11th working day, the employee should use sick, compensatory, and annual leave (in that order). In the event sick, compensatory, and annual leave (in that order) are exhausted, the employee may request Special Leave, reason code COVID-19 Family under Civil Service Rule 11.23(d) through midnight on May 6, 2020.

In this event, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern. All questions regarding the processing of FMLA leave should continue to be directed to LaTausha Duncan (lataushab@lsu.edu).

**SCENARIO FIVE: Employees who have compromised immune systems** (Essential employees only who are required to report to LSU to work)

For an employee who has a compromised immune system or health issues that prevent the ability to report for duty due to the risk of exposure to COVID-19, LSU encourages the department to allow the employee to work remotely if possible. If an employee is not able to work remotely and cannot report for duty because of health issues, the employee may use sick, compensatory, and annual leave (in that order). In the event sick, compensatory, and annual leave (in that order) are exhausted, the employee may request Special Leave, reason code COVID-19 under Civil Service Rule 11.23(d) through midnight on May 6, 2020.

Detailed questions are arising daily as LSU updates their continuity of operations plans. State Civil Service and Division of Administration will monitor all questions and the LSU Office of Human Resource Management and Strategic Communications will provide further guidance as needed.

For updates on the state’s response to the coronavirus situation, visit the LSU Coronavirus and Louisiana Department of Health websites.