

# COVID-19 Temporary, Emergency Leave Policies for Berea College Employees

Recognizing the extraordinary challenges faced by some Berea College employees during the COVID-19 public health emergency, the College will provide the following temporary, emergency benefits for eligible employees, beginning July 17, 2020, and extending through December 31, 2020. Staff and faculty may be eligible for the following benefits if opportunities from the College's Temporary Telework Policy do not resolve accommodation requests or if that policy does not apply. Eligible faculty members may be entitled to different benefits under provisions of the Faculty Manual relating to leaves of absence and occasional absences due to family emergencies. Benefits may not be duplicated or stacked. These temporary policies will be reviewed prior to December 31, 2020, for possible extension if the COVID-19 public health emergency continues to persist.

## I. Emergency Paid Sick Leave (EPSL)

### Using emergency sick leave at regular rate of pay:

If a Berea College employee meets any of the following criteria, they are eligible for **emergency sick leave at their regular rate of pay**. For the second, third and fourth criteria, medical documentation must be provided from a healthcare provider or official.

1. The employee is subject to a government-issued quarantine or isolation order (i.e., governor stay-at-home mandate);
2. The employee is advised to self-quarantine by a healthcare provider;
3. The employee is absent in order to obtain a medical diagnosis after experiencing symptoms of COVID-19;
4. To care for an individual who is subject to a government quarantine or isolation order or has been advised by a health care provider to self-quarantine;
5. If an employee has COVID-related symptoms from a daily health check, the employee may use up to two days of EPSL (per incident) if working from home is not an option. If a third day of absence is required, the employee should seek medical attention and/or get tested. Otherwise, the employee will be required to use personal sick time;
6. To care for a child subject to a school or daycare closure; *or*
7. Is experiencing any other substantially similar condition specified by the U. S. Secretary of Health and Human Services.

### How much sick leave is available?

- **Full-time employees** will have 80 hours (10 days) of emergency sick leave added to their sick leave total.
- **Part-time employees** will have emergency prorated sick leave based on the budgeted full-time equivalent (FTE).

### Important guidelines and payment thresholds:

- There is no length of service requirement.
- The College's Temporary Telework Policy has been determined to be inapplicable or insufficient to address the employee's need for emergency sick leave.
- Employees are not required to use any other type of leave prior to using EPSL.
- Whatever the reason, the emergency leave may not exceed 80 hours; however, the 80 hours can be used in one-hour increments.
- Normal payroll deductions will apply.

- Unused emergency sick leave hours under EPSL will expire on December 31, 2020.

## **II. Emergency Family and Medical Leave (EFML)**

To be eligible, a Berea College employee must be employed for at least 30 calendar days. The College's Temporary Telework Policy must be determined to be inapplicable or insufficient to address the employee's need for emergency family and medical leave.

### **Who can apply for Emergency Family and Medical Leave for up to 12 weeks?**

An employee who must **care for their own child under the age of 18** if their school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related emergency.

- **The first 10 days of Emergency Family and Medical Leave are not paid**, but the employee can use the 10 days provided under the EPSL provisions referenced above if they still have the time available. If they have used the emergency paid sick leave, they may use their own accrued leave time to supplement this two-week period.
- **After 10 days, the employee would receive their regular rate of pay** for the number of hours they would normally work for up to 10 additional weeks.
- Normal payroll deductions will apply.
- Benefits under EFML will expire on December 31, 2020.

**Questions or Applications for Benefits:** For any other questions about using EFML or to apply, please contact the Berea College Human Resources department.

## **III. Temporary Additional Leave Benefit (TALB)**

In addition to EPSL and EFML, the College will temporarily offer a supplemental 50 percent pay benefit for employees who are unable to work for any of the three reasons listed under EPSL. This supplemental benefit will be available if EPSL and EFML have been exhausted or do not apply to an employee's status. TALB is subject to the following conditions:

- The College's Temporary Telework Policy must be determined to be inapplicable or insufficient to address the employee's need for emergency family or medical leave.
- The benefit will be based on current normal bi-weekly or monthly pay rate of the employee's primary position.
- The benefit will not be calculated by using any stipends or secondary positions.
- Normal payroll deductions will apply.
- Employees on leave under TALB will remain eligible to participate in the College's Health Insurance and Retirement Plan programs.
- Benefits under TALB will expire on December 31, 2020.

## **IV. Family Medical Leave Act (FMLA)**

Employees exhausting benefits under their regular sick leave, annual leave, EPSL, EFML and TALB, are entitled to apply for unpaid leave under provisions of the College's existing policies pursuant to the Family Medical Leave Act.

## **V. Administration of Temporary, Emergency Leave Policies**

These leave policies shall be administered through the office of the Dean of Faculty (for College employees whose sole or primary appointment is that of a faculty member) with support from the Human Resources department. For all other College employees, these policies will be administered through the Human Resources department. All applications for benefits can be made through the Human Resources department, beginning July 17, 2020.

For more information or questions, please contact Matt Saderholm (faculty) or Steve Lawson (staff).