

Supervisors-Leaves and COVID 19

As University of the Pacific continues to take actions to protect the health and well-being of our community, many supervisors are being asked what leaves are available to our staff during the COVID-19 outbreak. Here are tips to assist you as we navigate this unprecedented time:

Q1. What if an employee must be home to provide childcare because the K–12 school for their child(ren) has closed?

A. 1. Employees caring for their sick child(ren) or an immediate family member is ill they may use sick leave accrual as well as Paid Family Leave through the State of California.

2. The employee should work with their supervisor to determine if working from home is a viable option.

3. Employees who need to care for children who are not ill may use accrued sick leave, vacation accrual or the 10 paid days of administrative leave offered by Pacific as documented in the Interim Policy for Remote Working Exceptions and Temporary Emergency Leave.

<https://www.pacific.edu/documents/hr/acrobat/InterimTelecommutingandLeaveRulesCovid-19.pdf>

Q2. What if an employee must be home to supervise a child because the K–12 school for their child(ren) has transitioned to remote instruction?

A. Employees who need to work from home to supervise (i.e. may require brief, intermittent check-ins to ensure they are on task) school-age children who are learning remotely should work with their supervisor to determine if working from home is a viable option.

Q3. Do employees who remain home because they are in elderly, living with an elderly person or have a compromised immune system or living with someone who has a compromised immune system also qualify to use the 10 days of paid administrative leave?

A. Yes, employees who are vulnerable to the virus, not ill and not able to work from home qualify to use 10 days of paid administrative leave.

Q4. Are we able to donate sick time to another staff member?

If you wish to donate sick leave time to another employee, you can send a request to employee_benefits@pacific.edu. Please include your name, your ID number, how many hours you wish to donate and to whom you wish to donate. PLEASE KNOW THAT YOU MUST RETAIN 192 hours AFTER YOU HAVE DONATED or (i.e. donors must retain 2 years of accrued sick leave after donation)**Q5.** If I need a leave of absence, how do I request it, and do I need medical certification?

A. If you are ill or are self-quarantining, you can send an email to employee_benefits@pacific.edu. A member of the Human Resources team will respond designating a leave of absence for you. Human Resources will partner with you to file a claim for State Disability Insurance. You will not need to acquire a medical certification.