

## RRCC COVID-19 Time and Leave Options

**On August 3, 2020 RRCC employees will return to work on campus on a limited basis.**

Most employees, those who can effectively work remotely, will continue to work remotely the majority of the time.

Situation	Leave and Pay Administrative, Professional-Technical, Classified and Faculty options.	FMLA	Documentation required
Employee identifies as high risk due to medical condition (CDC) and cannot work from home.  <b>Protect our Neighbors Order D 2020-127</b> , no individuals at risk of severe illness can be compelled by their employer to return to work if their work requires in person work near others.	<ol style="list-style-type: none"> <li>1) Workplace accommodation (refer to ADA Compliance);</li> <li>2) Emergency sick for 80 hours (FFCRA);</li> <li>3) Accrued annual and sick leave usage;</li> <li>4) Administrative Leave Without Pay until order is lifted</li> </ol>	If condition would otherwise qualify under FMLA	Yes; ADA request form
Employee identifies as high risk due to being 65 or older.  Per <b>Protect our Neighbors Order D 2020-127</b> , no individuals at risk of severe illness can be compelled by their employer to return to work if their work requires in person work near others.	<ol style="list-style-type: none"> <li>1) Workplace accommodation (interactive process similar to ADA);</li> <li>2) Emergency sick for 80 hours (FFCRA);</li> <li>3) Accrued annual and sick leave usage;</li> <li>4) Administrative Leave Without Pay until order is lifted</li> </ol>	No	Makes Request for accommodation to HR
Employee has a family member who is high risk and does not feel safe being at work and is unable to work from home (employee does not need to care for family member)	<ol style="list-style-type: none"> <li>1) Workplace accommodation (interactive process similar to ADA);</li> <li>2) FML (if eligible) using sick and annual leave accruals;</li> <li>3) Discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)</li> </ol>	If condition would otherwise qualify under FMLA	Yes; FMLA paperwork if eligible
Employee is not comfortable returning to work and can't effectively work remotely	<ol style="list-style-type: none"> <li>1) Annual leave accruals (case-by-case assessment of facts);</li> <li>2) Administrative Leave Without Pay, discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)</li> </ol>	No	No
Employee tested positive for COVID-19	<ol style="list-style-type: none"> <li>1) Emergency sick for 80 hours (FFCRA);</li> <li>2) FML (if eligible) using sick and annual leave accruals;</li> <li>3) Administrative Leave Without Pay/ ADA process</li> </ol>	Potentially, if additional medical leave is required	[Not for the first 80 hours. If additional time is required documentation

		after 2 weeks	is required]
Employee has symptoms of COVID-19 and is seeking a medical diagnosis	<ol style="list-style-type: none"> <li>1) Emergency sick for 80 hours (FFCRA);</li> <li>2) FML (if eligible) using sick and annual leave accruals;</li> <li>3) Administrative Leave Without Pay/ ADA process</li> </ol>	Potentially, if additional medical leave is required after 2 weeks	Not for the first 80 hours. If additional time is needed documentation is required]
Employee needs to care for a family member who has COVID-19 or is being treated by a health care provider for symptoms.	<ol style="list-style-type: none"> <li>1) Emergency sick for 80 hours (FFCRA);</li> <li>2) FML (if eligible) using sick and annual leave accruals;</li> <li>3) Administrative Leave Without Pay/ ADA process</li> </ol>	Potentially, if additional caretaking is required after 2 weeks	Not for the first 80 hours. If additional caretaking is required after 2 weeks documentation is required.
Employee needs time off to care for a child under the age of 14 due to COVID-19 school/daycare closure or transition to online only format	<ol style="list-style-type: none"> <li>1) Expanded Family and Medical Leave up to 2/3 pay for the last 10 weeks of the 12 week leave. Employee can use 80 hours of Emergency sick leave for the first 2 weeks and annual leave to make whole during the last 10 weeks. (FFCRA);</li> <li>2) Annual leave usage;</li> <li>3) Administrative Leave Without Pay/ interactive process</li> </ol>	Yes	Yes; EFML Request Form
Employee chooses to take time off to care for a child while their child care continues to be open or employee chooses to end childcare arrangements	<ol style="list-style-type: none"> <li>1) Administrative Leave Without Pay, discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)</li> </ol>	No	No
If no work is available for employee	<ol style="list-style-type: none"> <li>1) Reassignment* within department if available;</li> <li>2) Furlough (temporary);</li> <li>3) Separation/layoff (permanent)</li> </ol>	No	Work with HR

**This document is for guidance purposes and it does not supersede policies, procedures or legal requirements; this guidance is subject to change pending updated legal, regulatory or policy/procedure changes.**

*\*Reassignment in this context is not the ADA reassignment process nor a formal process through HR. This would be handled within a department/college to cover workload*

*\*\*Administrative Leave Without Pay will not impact benefit eligible employees but will have an impact on measurement for eligibility the following year if applicable*