



## **Paid Administrative Leave for COVID-19 Related Absences**

*Last Updated January 6, 2022*

Eligible employees may receive a maximum of ten (10) days of administrative leave per calendar year after exhausting all sick leave accruals for certain COVID-19 related absences as described below.

### **General eligibility requirements:**

- Does not apply to employees of University Hospitals and Clinics
- All University employees in paid positions (does not need to be a benefit-eligible position) who are not able to work remotely
- Have been fully vaccinated (2 doses of Pfizer or Moderna vaccine or one dose of J&J) against COVID-19, unless exempted under federal or state law

### **Leave For Employee's COVID-19 Related Reason:**

1. Symptomatic employees who have been instructed to quarantine and are being tested for COVID-19 and awaiting the test results:
  - Employee must fill out [COVID-19 Reporting Form](#)
  - Up to four (4) scheduled work days for any hours the employee is normally scheduled to work during the time period
2. Employees who test positive for COVID-19:
  - Most employees will be eligible for five (5) scheduled work days for any hours the employee is normally scheduled to work during the time period (including time paid while employee is waiting for COVID-19 testing results). However, if the employee tests as recommended in the 5-5-5 plan, and tests positive or is still experiencing symptoms on day six, they should remain isolated. Employees in these circumstances may be eligible for an additional five (5) work days (total of 10 days)

### **Leave to Care for a Child who is Unable to Attend School or Daycare Because of a COVID-19 Related Reason:**

3. Employees who are needed to care for their child because the child is unable to be immunized and has been exposed to COVID-19:
  - Up to a total of five (5) scheduled work days for any hours the employee is normally scheduled to work during the time period

### **University Human Resource Management**

250 East 200 South, Suite 125, Salt Lake City, Utah 84111

Phone: (801) 581-7447 / Email: [askhr@utah.edu](mailto:askhr@utah.edu) / Web: [www.hr.utah.edu](http://www.hr.utah.edu)

Additional COVID-19 Information is available online at <https://coronavirus.utah.edu/>



4. Employees who are needed to care for their child who is experiencing symptoms of COVID-19, has tested positive for COVID-19, or the child's school or regular daycare provider is closed because of COVID-19:
  - Up to a total of five (5) scheduled work days for any hours the employee is normally scheduled to work during the time period

*As of June 1, 2021, Workers Compensation will no longer accept claims for COVID-19, as it is now considered a communicable disease such as the cold or flu.*

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