

Leave During Governor's Declared State of Emergency Due to COVID-19:

I. Special Requirements for Leave Requests

In order to comply with CDC recommendations for limiting exposure to the Coronavirus, employees must notify their supervisor if the time for which they are submitting a leave request will include international travel or cruise ship or river voyages.

In such cases the leave request must include approval for 14 days of telework or annual leave, compensatory time, accrued holiday or personal leave to begin on the employee's return home. The supervisor must determine that such time would not unduly impact productivity.

During this 14-day period, the employee is to monitor their health and practice social distancing:

1. Take your temperature two times a day and monitor for fever. Also watch for cough or trouble breathing. Use the provided temperature log to monitor your temperature and symptoms.
2. Stay home and avoid contact with others. (Wear a face covering when contact is unavoidable.)
3. Do not take public transportation, taxis, or ride-shares.
4. Keep your distance from others (6 feet).

If you get sick with fever or cough in the 14 days after you return from travel:

Notify your supervisor of the date your symptoms began and refer to the [Protocols For Employees With Possible Or Confirmed COVID-19 Diagnosis](#).

II. Special Allowance of Donated Leave:

Employees who have exhausted all leave accruals are eligible to request donated leave for a diagnosis of COVID-19. [Instructions](#) for requesting donated leave, the Request for Donated Leave form (25), and the form used to request to donate leave (25A) are available on this site.

Donated Leave cannot be used for quarantine without a positive diagnosis.

III. Quarantine Without a Diagnosis of COVID-19

Employees who do not report to work due to being in the high risk category defined by the CDC must use accrued annual or personal leave or accrued holiday time unless they are eligible to and have been approved to telework. All normal leave policies apply.

IV. Sick Leave accumulation in excess of 1200 hours

State Personnel Board Rules have been amended to allow the accumulation of sick leave hours over 1200 throughout the year. Hours above 1200 will not go directly to excess. These hours will be available for use as they accrue, and will be moved to excess at the end of this calendar year. This approval is in effect until December 31, 2020.

July 1, 2020