

CHANCELLOR'S MEMORANDUM 38

COVID-19 and LEAVE USAGE

I. POLICY STATEMENT

LSUHSC Shreveport is committed to protecting its faculty, staff, and employees from COVID-19 (coronavirus). This memorandum provides guidance for the use of leave to prevent exposure to COVID-19, and address dependent care issues arising from Proclamation No. JBE 2020-27

II. APPLICABILITY

This policy applies to all LSUHSC-S faculty and unclassified staff/employees who accrue leave in accordance with LSU Permanent Memorandum 20.

Classified employees are subject to the rules and guidance provided by the Louisiana State Civil Service.

III. DEFINITIONS

Annual/Sick/Special Leave: See LSU Permanent Memorandum 20.

Presumptively or positively diagnosed with COVID-19: Employee has received a medical diagnosis indicating they are infected.

Potential exposure to COVID-19: An employee who has traveled internationally, reside with a family member who has traveled internationally, is aware of possible exposure to someone presumptively or positively confirmed to have

COVID-19, or has been contacted by health officials to advise that such contact has occurred.

IV. POLICY PROVISIONS

- A. Employees should be encouraged to remain home when they are sick. In terms of COVID-19, to prevent stigma and discrimination in the workplace, use only guidance described by the Center for Disease Control and Prevention (CDC) and Office of Public Health (OPH) when making workplace determinations. Determinations of risk should not be based upon race or country of origin. The identity of the people confirmed or suspected of having COVID-19 should be maintained as confidential as possible.
- B. To the extent possible, employees who are absent from work due to illness or dependent care issues should be maintained in a paid status.
- C. Situations requiring use of leave include, but are not limited to, the following:

1. Employee presumptively or positively diagnosed with COVID-19

The employee shall remain home until cleared by a medical doctor, nurse practitioner, or physician assistant to return to work. Normal sick leave rules apply, and the employee will continue in paid leave status via the use of sick leave. The employee may use annual leave, as applicable, upon exhaustion of sick leave.

Additionally, in this situation, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern. Time limitations applicable to providing medical certifications shall be applied liberally due to other demands on healthcare providers.

2. Employee is visibly sick and/or exhibits symptoms of COVID-19 and refuses to leave work

The supervisor should ask the employee to leave work and, if he agrees, place the employee in sick leave status. The employee may use annual leave, as applicable, upon exhaustion of sick leave.

If the employee refuses, the supervisor should contact Human Resources Management Department at 675-5616. HR will take the following actions:

- Isolate the employee from other employees.
- Provide transportation from the work place, if necessary.
- Return employee to work upon medical clearance by a medical doctor, nurse practitioner, or physician assistant.
- Leave will be coded as provided herein.

3. Employee possibly exposed to COVID-19 and has no symptoms of illness

An employee who has traveled internationally, resides with a family member who has traveled internationally, is aware of possible exposure to someone presumptively or positively confirmed to have COVID-19, or is contacted by health officials to advise that such contact has occurred, is required to report that information to Human Resources at 675-5616. Out of an abundance of caution, the Department Chair/Head/Director shall remove the employee from the workplace during the incubation period of the virus. Since the employee is ready for duty and has no visible symptoms of illness, every effort should be made to maintain the employee in paid status while off from work. When the Department Chair/Head/Director determines it is in the best interest of the Department, he may take the following actions, in the listed order of preference:

- Request the employee work remotely through the designated incubation period. (See Remote Work Authorization Request Form). [https://portal.lsuhschreveport.edu/f5-w-68747470733a2f2f696e736964652e6c737568732e656475\\$\\$/Departments/HumanResources/Documents/Other/RemoteWorkAuthorizationRequestForm.pdf](https://portal.lsuhschreveport.edu/f5-w-68747470733a2f2f696e736964652e6c737568732e656475$$/Departments/HumanResources/Documents/Other/RemoteWorkAuthorizationRequestForm.pdf)

- Provide time off, i.e. special leave, without loss of pay or loss of leave through the incubation period. If the employee becomes ill or is diagnosed with COVID-19, the employee's status should be converted to sick leave.

Employees who are required to remain home as a precaution should be required to update their department on their status every 72 hours. Sick leave status will become appropriate if the employee tests positive with COVID-19 or becomes sick with any other illness. The employee may use annual leave, as applicable, upon exhaustion of sick leave.

4. Employees who have compromised immune systems

For an employee who has a compromised immune system or health issues that prevent the ability to report for duty due to the risk of exposure to COVID-19, Department Chairs/Heads/Directors may provide an alternative work schedule, or request the employee to work remotely, if possible. (See Remote Work Authorization Request Form). A medical doctor, nurse practitioner, or physician assistant must certify compromised immune system or health issues. If an employee is not able to work remotely and cannot report for duty because of health issues, the employee shall use annual leave. The employee will be placed on leave without pay upon exhaustion of annual leave.

5. Dependent care issues arising from Proclamation No. JBE 2020-27

Dependent care issues may arise from the closure of schools and daycares as a result of [Proclamation No. JBE 2020-27](#). Affected employees may be allowed to work remotely. (See Remote Work Authorization Request Form). If an employee is not able to work remotely and cannot report to work because of dependent care issues, the Director shall authorize use of annual leave, as appropriate. The employee will be placed on leave without pay upon exhaustion of annual leave.

The leave usage provisions set forth above also apply to an employee remaining home to take care of a spouse or dependent child residing in his

household who has been presumptively or positively diagnosed with COVID-19. In this event, FMLA leave may be applicable for eligible employees, and the FMLA regulations will govern. Time limitations applicable to providing medical certifications shall be applied liberally due to other demands on healthcare providers.

- D. With regard to leave in Sections C 1-3 above, once all sick and annual leave is exhausted, the Vice Chancellor for Administration and Finance may place the employee on Special Leave with pay through midnight on April 12, 2020.

V. RESPONSIBILITIES

Department Chairs, Directors, Heads are responsible for ensuring compliance with this Memorandum within their Department. Further, they are responsible for ensuring leave is coded and recorded in accordance with current requirements.

VI. DISCIPLINARY ACTIONS

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

VII. REFERENCES

LSU Permanent Memorandum 20
State Civil Service General Circular 2020-010: COVID-19- No. 3: Updated
Workforce Guidance Regarding COVID-19



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