

UPDATED LEAVE GUIDELINES

At its regularly scheduled public meeting on Wednesday, May 6, 2020, the State Civil Service Commission repealed certain provisions of emergency rules contained in Chapter 27 of the State Civil Service Rules. In addition, the Commission adopted changes to Chapter 1 and Chapter 11 on an emergency basis. The adopted changes are effective May 7, 2020, and shall expire upon order of the Commission or in 120 days, whichever comes first. State Civil Service anticipates seeking formal approval from the Commission to adopt these rules on a regular basis. At such a time, a formal promulgation will be made by the department.

In response to the federal Families First Coronavirus Response Act (FFCRA), the new State Civil Service Rules, and in conjunction with the Governor's announcement today on relaxing the stay at home order, the following leave guidelines outline leave provisions for all employees who are unable to report to the physical premises and who are unable to work remotely due to special scenarios are outlined below.

- ❖ **Under the authority of State Civil Service Rule 11.35, employees who are ready and willing to work, but who are unable to report to the physical premises and who cannot perform work remotely are eligible for Special Leave COVID19 through midnight on Friday, May 15th. Additionally, all hourly employees reporting to campus beginning 12:01am Saturday, May 16th, shall enter normal hours worked and will no longer be eligible for Emergency Hours Worked.**

If an employee has been exposed to COVID19 and is subject to a quarantine or isolation order, experiencing symptoms of COVID19, has been diagnosed with COVID19 or is caring for an immediate family member as a result of COVID19 or is caring for a child as a result of loss of care due to COVID19 and are unable to report to the physical premises for work or perform work remotely, may use their personal accrued sick, annual and/or compensatory time accordingly for full pay; OR under the Families First Corona Response Act may request leave based on the following provisions:

- ❖ **Under the FFCRA, employees in the following scenarios are eligible for Emergency Paid Sick Leave (EPSL) for two weeks/max \$511 per day through December 31, 2020 and shall enter EPSL-Self:**
 - Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 - Employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 - Employee has been diagnosed with COVID-19.
 - **Required Documentation:** Employees should use the LSUS Covid 19 Accommodation Request to request this leave.
- ❖ **Under the FFCRA, employees in the following scenarios are eligible for Emergency Paid Sick Leave (EPSL) and Expanded Family Medical Leave (EFMLA) for two weeks at 2/3 pay/Max \$200 per day through December 31, 2020 and shall enter EPSL-Family:**
 - Employee is caring for an immediate family member who is subject to a quarantine or isolation order or have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. (Two weeks only.)
 - Employee is caring for a child whose school or place of care has been closed or the childcare provider is unavailable due to COVID-19. (**Under FFCRA, employees in this scenario are eligible for up to an additional 10 weeks of EFMLA at 2/3 pay/Max \$200 per day.)

- **Required Documentation:** Employees may request this using the LSUS Covid 19 Accommodations Request form.. Name of entity ordering quarantine; or name of health care provider directing quarantine for the individual the employee is caring for; or name of child being cared for, name of school or child care provider, and statement from employee that no other suitable person is available to care for the child

Employees who elect to receive EPSL/EPFL Family:

- Will not have such hours charged against their accrued leave.
- May use their available accrued leave to subsidize the partial pay offered in EPSL to receive full regular pay.
- Who need leave beyond the 80 hours provided for under the FFCRA may use their accrued compensatory, sick or annual leave at full pay.
- Who exhaust their 80 hours provided for under the FFCRA and exhausted their accrued leave will then enter leave without pay status.
- Note: As mentioned previously employees may choose to use their available accrued leave at full pay versus the provided EPSL-Family at 2/3 pay.
- Must request this leave prior to taking and shall be approved by their supervisor and HRM to verify eligibility and to provide specific guidance on Workday entry.

ADOPTED CHANGES TO CHAPTERS 1 AND 11 OF THE CIVIL SERVICE HANDBOOK

The following expanded sick leave rules, underlined below, have been approved by the Louisiana Department of State Civil Service for Classified employees. The Division of Administration is expected to provide updated guidance for Unclassified employees in the coming weeks. HRM should be contacted as individual scenarios present for unclassified employees.

1.15.2.4 'Immediate Family Member' for the purposes of sick leave is an employee's spouse, child or stepchild, foster-child, parent or stepparent.

11.13 Use of Sick Leave SCS General Circular Number 2020-031

(a) Sick leave may be utilized by an employee who has sufficient leave to his credit for necessary absence from duty because of:

1. His own illness or injury, which prevents him from performing his usual duties.
2. His own medical, dental, or optical consultation or treatment for the duration of time required for such appointments when it is not possible to arrange such appointments for non-duty hours.
3. Repealed, effective January 1, 1963.
4. *Assertion, supported by medical certification, of his own need to be isolated from the workplace to avoid a health risk exposure during a health pandemic declared by the Governor because of his diagnosed high-risk immunological disorder.*
5. *The need to care for a son or daughter as defined by the Emergency Family and Medical Leave Expansion Act through December 31, 2020, because there is no other suitable person available to care for the child and the child's school or place of care has been closed or the childcare provider is unavailable due to a COVID-19 related reason.*

(b) *In lieu of requesting annual leave, an employee who has sufficient leave to his credit may request sick leave for necessary absence from duty for the following reasons:*

Illness or injury of an immediate family member which necessitates the absence.

1. *Medical, dental, or optical consultation or treatment for immediate family members when it is not possible to arrange such appointments for non-duty hours.*

