

COVID-19 Related Leave Policies for Administrative Staff asked to return to work

In the event Hope students do not return to campus in the fall, or if a new Stay at Home order is issued after July 1, 2020, all COVID-19 leave policies will be voided.

Effective Date: May 18, 2020			
Sick Leave/Quarantine			
Employee	<p>Non-COVID-19 related illness</p> <p>Employee will continue to utilize the salaried leave time of 26 weeks. For any leave over 8 days, the employee needs to request FMLA/Short Term Disability.</p>	<p>COVID-19 related or suspected illness</p> <p>Employee presenting with COVID-19 symptoms should remain home and can be asked to go home by a supervisor. Pay in full will continue during the leave. Regular updates with the supervisor are required. Illness' beyond 8 calendar days will move into short term disability(STD)/FMLA. Return to work guidelines will be coordinated with medical personnel, health department regulations, and Hope College return to work policies.</p>	<p>Quarantine</p> <p>If an employee is put under quarantine by any Health Department, the employee will be asked to work remotely if possible. Regular salary will continue to be paid. Return to work will be coordinated with the health department/medical professionals regulations and Hope College return to work policies.</p>
Family member	<p>Same as pre-pandemic in that unpaid FMLA leave can be requested and supplemented with vacation time.</p>	<p>Employee will be asked to work from home if possible. For hours not able to work remotely, pay will continue in full. FMLA allows leave for up to 12 weeks.</p>	<p>Employee will be asked to work from home if possible. Regular salary will continue to be paid.</p>
Forms Required:	FMLA as noted above	COVID-19 Paid Leave Form	CPVOD-19 Paid Leave Form

Effective Date: July 1, 2020. For prior to July 1, 2020 see "Summer2020..."			
School/Daycare Closed			
School (K-12) or daycare has been closed by a public order (applicable during the K-12 calendar)	<p>Able to work remotely</p> <p>The employee is expected to work remotely when possible, working with the supervisor to create a schedule that works for the family and the College. (Example: may be working some time during the day, and some in early morning or evening). If greater than 50% of the time is unable to be completed remotely, the employees accrued leave will be utilized to continue to receive regular salary/benefits for up to 12 weeks. Following 12 weeks supervisor approved possibilities are: continue full time remote work; an adjustment in FTE and salary according to reduced FTE remote work; the employee may elect to return to work; or if none of these are applicable, the employee will be considered to have resigned employment.</p>	<p>Not able to work remotely</p> <p>Employee hours will first be applicable towards the employees accrued leave. The employee will continue to be paid regular salary up to a period of 12 weeks. All benefits will continue during the 12 weeks. Once the leave has reached a period of 12 weeks the employee may elect to return to work or will be considered having resigned employment.</p>	<p>Summer 2020 Day Care Closures</p> <p>Prior to July 1, 2020, if daycares continue to be closed the employee will work remotely if possible. Regular salary will be paid during this time. If daycares are open, the employee can still elect to stay home but must use paid leave time to supplement. After July 1, 2020, the new policies will take effect with leave limited to the 12 weeks. This leave policy may not be combined with other COVID related leave policies that when added cumulatively exceed 12 weeks.</p>
Forms Required:	COVID-19 Paid Leave Form	COVID-19 Paid Leave Form	No form prior to July 1, 2020; COVID-19 Paid Leave Form after July 1, 2020

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Effective Date: July 1

<p>Serious Health Condition</p> <p>Serious Health Condition of an employee is defined by Hope College (using the CDC guidelines) and requires a request for a medical accommodation</p>	<p>Able to work remotely</p> <p>The first priority will be to have the employee work remotely if at all possible. If greater than 50% of the time is unable to be completed remotely, the employees accrued leave time will be utilized to continue to receive regular salary/benefits for up to 12 weeks. Once the leave has reached a period of 12 weeks the leave will be evaluated by the supervisor based on the ability to continue working remotely. Following 12 weeks supervisor approved possibilities are: continue full time remote work; an adjustment in FTE and salary according to reduced FTE remote work; the employee may elect to return to work; or if none of these are applicable, the employee will be considered to have resigned employment.</p>	<p>Not able to work remotely</p> <p>Employee hours will first be applicable towards the employees accrued leave. The employee will continue to receive regular salary/benefits up to a period of 12 weeks. Once the leave has reached a period of 12 weeks the employee may elect to return to work or will be considered having resigned employment.</p>	<p>Note regarding Reasonable Accommodation</p> <p>Employees requesting Reasonable Accommodation should make their request via email or in writing to the Director of Human Resources, attaching the Medical Accommodation Request Form. The Director, along with the employees supervisor and divisional Vice President, will make every attempt to find a workable solution for the employee. First priority will be remote work. If remote work is not possible other solutions could include but are not limited to the employee moving to a more isolated location to perform work, working remotely for another department, being offered specialized personal protective equipment, etc. If a reasonable accommodation can be found but is rejected by the employee, the employee will be considered having resigned employment. Leave cannot be combined with other COVID related leave policies that when added cumulatively would exceed 12 weeks.</p>
<p>Forms Required:</p>	<p>COVID-19 Health Accommodation Form</p>	<p>COVID-19 Health Accommodation Form</p>	

Effective Date: When you are called back to work on campus

<p>Other COVID-19 Leave</p> <p>For employees who fear returning to work either because they are at a higher risk for disease complications, but do not meet the serious health condition criteria; or have a family member who has a serious health condition; or out of a generalized sense of fear to return to work; the following leave may be requested.</p>	<p>Able to work remotely</p> <p>A request can be made for a 12 week remote work leave. If greater than 50% of the time is unable to be completed remotely, the employees accrued leave time will be utilized to achieve full salary/benefits. Once the leave time is exhausted, the employee's FTE and salary will be adjusted based on actual remote work and all other time will be unpaid. The supervisor and employee will review monthly for a period of 12 weeks. Following 12 weeks supervisor approved possibilities are: continue full time remote work; an adjustment in FTE and salary according to a reduced FTE remote work; the employee may elect to return to work; or if none of this are applicable the employee will be considered to have resigned employment.</p>	<p>Not able to work remotely</p> <p>Employees who are not able to work remotely can request an unpaid COVID-19 leave for up to 12 weeks. Employee will first be paid for any accrued leave. During this time benefits will continue with the employee being responsible to submit payments to the College for premiums owed. The employee will update the HR department monthly as to their status of continued leave. Following the 12 weeks the employee can elect to return to work or will be considered to have resigned employment.</p>	<p>Notes regarding Unpaid Leave</p> <p>Unpaid leave cannot be combined with other COVID related leave policies that when added cumulatively would exceed a total of 12 weeks.</p>
<p>Forms Required:</p>	<p>COVID-19 Unpaid Leave Request Form</p>	<p>COVID-19 Unpaid Leave Request Form</p>	