

COVID-19 Related Leave Policies for Hourly 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 and reworked.

Effective Date: July 1, 2020

Sick Leave/Quarantine			
Employee	<p style="text-align: center;">Non-COVID-19 related illness</p> <p>Employee will continue to use approved leave time and report accordingly on their timecard. If illness progresses beyond 8 days, Short Term Disability (STD) and FMLA will become applicable. Surgeries are still eligible for STD immediately without the 8 day wait. Employee must use accrued sick time to compliment STD and are eligible, but not required, to use any other accrued leave balances.</p>	<p style="text-align: center;">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 is in full using the approved COVID leave code. Regular updates with the supervisor are required. Illness' beyond 8 calendar days will move into short term disability(STD)/FMLA. Hours not covered by STD will be applicable to the COVID-19 leave code. Return to work guidelines will be coordinated with medical personnel, health department regulations, and Hope College return to work policies.</p>	<p style="text-align: center;">Quarantine</p> <p>If an employee is put under quarantine by any Health Department or medical professional, the employee will be asked to work remotely if possible. Worked hours will be reported as regular earnings and hours not worked will be recorded under the COVID leave code. For employees who are unable to work from home, all time will be recorded as COVID-19 leave code. Return to work will be coordinated with health department/medical professional regulations and Hope College return to work policies</p>
Family member	<p>Same as pre-pandemic in that FMLA leave can be requested and supplemented with leave accrued balances.</p>	<p>Employee will be asked to work from home if possible reporting hours worked as regular earnings. For hours not able to work remotely, the COVID-19 leave code will be used. FMLA leave allows for leave up to 12 weeks.</p>	<p>Employee will be asked to work from home if possible reporting hours worked as regular earnings. For hours not able to work remotely, the COVID-19 leave code will be used.</p>
Forms Required:	FMLA as noted above	COVID-19 Paid Leave Form and FMLA as noted above	COVID-19 Paid Leave Form

Effective Date July 1, 2020 for new policies; Prior to July 1, 2020, see "Summer 2020..."

School/Daycare Closed			
School (K-12) or daycare has been closed by a public order (applicable during the K-12 calendar)	<p style="text-align: center;">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 a few hours in the evening). Hours not worked will first be applicable to all accrued leave hours. Remaining hours not worked will be applicable to COVID-19 leave code. Following 12 weeks supervisor approved possibilities are: continue full time remote work; an adjustment in FTE 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 style="text-align: center;">Not able to work remotely</p> <p>Employee hours will first be applicable towards all accrued leave. Once the employee leave is exhausted, all non worked hours will be applicable to the COVID-19 leave code. Once the leave has reached a period of 12 weeks the employee may elect to return to work or will be considered to have resigned employment</p>	<p style="text-align: center;">Summer 2020 Day Care Closures</p> <p>Prior to July 1, if daycares continue to be closed the employee will work remotely if possible. If not possible, all hours not worked will be recorded as shutdown time. Once daycare has opened, the employee can remain home but must use their leave time and remaining hours will be shutdown. 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	

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Serious Health Condition	Able to work remotely	Not able to work remotely	Notes regarding Reasonable Accommodation
Serious Health Condition of an employee is defined by Hope College (using the CDC guidelines) and requires a request for a medical accommodation	The first priority will be to have the employee work remotely if at all possible. Any hours not worked will first be applicable to employee's accrued leave hours. Remaining hours not worked will be applicable to the COVID-19 leave code. 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 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.	Every effort will be made to find employees work they can do remotely. If it is not possible to find remote work, then employee hours will first be applicable towards all accrued leave. Once the employees leave is exhausted, all non worked hours will be applicable to the COVID-19 leave code. Once the leave has reached a period of 12 weeks the employee may elect to return to work or will be considered to have resigned employment.	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. Possible solutions could include but are not limited to the employee moving to a more isolated location to perform work, working remotely for another department, working a different shift, 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. This leave policy may not be combined with other COVID related leave policies that when added cumulatively exceed 12 weeks.
Forms Required:	COVID-19 Health Accommodation Form	COVID-19 Health Accommodation Form	

Effective Date: When you are called back to work on campus			
Other COVID-19 Leave	Able to work remotely	Not able to work remotely	Notes regarding Unpaid Leave
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.	The first priority will be for the employee to work remotely if at all possible. If possible, the supervisor and employee will review every 12 weeks to determine the continuation of the leave. If employee is able to work remotely those hours are regular hours; all non worked hours will be supplemented with leave time; with remaining hours unpaid. Following 12 weeks supervisor approved possibilities are: continue full time remote work; an adjustment in FTE 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.	Employees who are not able to work remotely can request an unpaid COVID-19 leave for up to 12 weeks. Employee must supplement this time with accrued paid leave. All other hours are unpaid. 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 may elect to return to work or will be considered to have resigned employment.	Unpaid leave cannot be combined with other COVID related leave policies that when added cumulatively would exceed 12 weeks.
Forms Required:	COVID-19 Unpaid Leave Request Form	COVID-19 Unpaid Leave Request Form	