

Employer Paid COVID-19 Leave, Post-Expiration of the Families First Coronavirus Response Act (FFCRA)

Following the expiration of the FFCRA on 12/31/2020 and guidance set forth by the Civil Service Commission, the following information is being provided related to COVID-19 Sick Leave and COVID-19 Family Leave.

COVID-19 Sick Leave and Family Leave are applicable to full time Career Service, Unclassified, Adjunct Faculty and part time employees whose job functions cannot be performed remotely. Coverage under these leaves is retroactive to January 1, 2021.

1. COVID-19 Sick Leave may be used by an employee who is unable to work (including telework) because of the following reasons:

- a) the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or is instructed to remain out of the work site for COVID-19 related reasons, or has been advised by a licensed health care provider to self-quarantine or self-isolate due to concerns related to COVID-19
- b) the employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis, including but not limited to a test for COVID-19; or the employee has tested positive for COVID-19 and has not yet met the criteria for discontinuing isolation
- c) the employee is the primary caretaker for an individual who is subject to an order or who has been advised to self-quarantine or self-isolate as described in 1(a), or who is experiencing symptoms of COVID-19 or diagnosis as described in 1(b)
- d) In addition to the above, employees are entitled to up to one (1) day of COVID-19 sick leave to receive a COVID-19 vaccination or if they are unable to work or telework due to an adverse reaction to a COVID-19 vaccination. This application of COVID-19 sick leave may be divided between multiple days of vaccination or reaction to vaccination, but in no case may exceed one (1) day

2. COVID-19 Family Leave, which shall not exceed 10 days in total may be used by an employee who is unable to work (including telework) because:

- The employee is caring for a child whose school has been closed to in-person instruction, or whose child care provider is unavailable, due to COVID-19 precautions
- Employees that have been designated as essential by the appointing authority and who are unable to telework may still be required to report to the physical work site

When requesting COVID-19 Sick Leave or COVID-19 Family Leave, the employee must complete and return the **Request for COVID-19 Employer Paid Leave of Absence** form along with supporting documentation to the Benefits Office at payroll@wpunj.edu within 5 business days. The form can be found on the HR Website and accessed [here](#).