Guide for Leave and Temporary Change of Duty Point related to COVID-19 Reasons

This guide applies to Faculty and Staff Employees (employees) who are temporarily unable to be in the workplace due to a COVID-19 related reason only.

Section 1 – Employees Required to Isolate or Quarantine

Benefits eligible employees who are unable to be in the workplace due to an order or recommendation from a health care provider to isolate or quarantine or are experiencing symptoms of COVID-19 and seeking medical advice will report sick leave for the duration of the isolation or quarantine period. Benefits eligible employees who exhaust their sick leave while under an isolation or quarantine may be eligible for up to 40 hours of pandemic emergency leave.

- Employees must complete the emergency paid leave application and be approved in order to utilize paid emergency leave. Contact Human Resources Leave Administration for assistance.

Non-benefits eligible employees who are unable to be in the workplace due to an order or recommendation from a health care provider to isolate or quarantine or are experiencing symptoms of COVID-19 and seeking medical advice will be considered to be on leave without pay.

Section 2 – Employees Required to Care for an Immediate Family Member

Benefits Eligible Employees caring for an individual who has been advised to isolate or quarantine, or caring for a child whose school or place of care is closed due to COVID-19, will report sick and/or vacation leave for the duration of the isolation, quarantine, or closure.

Non-benefits eligible employees caring for an individual who has been advised to isolate or quarantine, or caring for a child whose school or place of care is closed due to COVID-19, will be considered to be on leave without pay.
Section 3 – Temporary Change of Duty Point

Employees may be allowed to work remotely for the period the isolation/quarantine or micro closure. **All remote work must be approved through the Change of Duty Point process.**

- **Change of Duty Point:** Employees may request a temporary change of duty point following the process provided in TTU OP 70.06: Employee Working Hours (see Item 4). Human Resources has developed an automated process for such requests [https://apps.hr.ttu.edu/epef/](https://apps.hr.ttu.edu/epef/). On behalf of President Schovanec, Grace Hernandez, Chief of Staff will review requests for a change of duty point reasons. Faculty requests will be sent directly to Rob Stewart, Sr. Vice Provost, who will forward the Provost’s recommendation to the President’s Office for a final decision.

**NOTE:** Employees who are working remotely and become sick with COVID-19 or are unable to work due to their own illness or the illness of an immediate family member will report sick leave (if available) for the time they are unable to work. Benefits eligible employees who exhaust their sick leave while under an isolation or quarantine may be eligible for up to 40 hours of pandemic emergency leave.

  o Employees must complete the emergency paid leave application and be approved in order to utilize paid emergency leave. Contact Human Resources Leave Administration for assistance.

Section 4 – Family and Medical Leave

- **Family and Medical Leave:** The Family Medical Leave Act (FMLA) provides eligible employees up to 12 weeks of job and benefit protected leave time when they are unable to work due to a serious health condition or to care for an immediate family member with a serious health condition. Employees will use their sick and vacation leave accruals while on FMLA. Family and Medical Leave may be taken continuous or intermittently based on the health care provider’s recommendation.

Section 5 – Accommodation under the American’s with Disabilities Act

Employees who have a physical or mental health impairment that substantially limits one or more major life activities, such as accessing the workplace due to a health-related vulnerability of contracting COVID-19, may make a request for accommodation through the TTU’s ADA process. Employees who have questions regarding ADA accommodations should contact Human Resources Talent Management.

Requests for accommodation based on age or other conditions defined as vulnerable by the CDC, but not regarded as a disability, should be made through the Change of Duty Point process and not the ADA process.

Section 6 – Right to Change

This guidance is being issued based on current and available information. As such, Texas Tech University reserves the right to interpret, change, modify, amend or rescind this guidance, in whole or in part, at any time.
University Resources Available to Faculty and Staff Employees:

Workplace Accommodations under the Americans with Disabilities Act
The Family Medical Leave Act (FMLA)
Faculty Sick Leave
Sick Leave and Sick Leave Pool
Vacation Leave
Sick Leave Donation
Leave Without Pay
Employee Working Hours (Change of Duty Point)
Modified Instructional Duty
Texas Tech Faculty & Staff Health and Wellness Information

COVID-19 Texas Tech University Resources:

Office of Emergency Management covid19@ttu.edu
TTUHSC Nurse on Demand 806-743-2911
Texas Tech Commitment
EHS COVID-19 Resource Hub
COVID-19 Awareness Training