

UNIVERSITY OF NEBRASKA

# FREQUENTLY ASKED QUESTIONS

## COVID-19 RESPONSE: TEMPORARY EMERGENCY ADMINISTRATIVE PAID LEAVE POLICY

12/16/20

**Q: For what purpose can employees use this administrative paid leave?**

**A:** This administrative paid leave may be used in the case of self-quarantine, quarantine or care of an immediate family member, childcare resulting from school and daycare closures, or other COVID-19 related scenarios.

**Q: Who does this administrative paid leave apply to?**

**A:** All faculty and staff on all NU campuses. This includes all regular, temporary, on-call and student staff. Part-time employees will be eligible for a prorated amount of time based on hours they are normally scheduled to work.

**Q: Is the paid emergency administrative leave available to student workers?**

**A:** Yes. Students may take paid emergency administrative leave if they are willing and able to work and no other work is available in their unit.

**Q: I've already used paid administrative leave so my current balance is less than 160 hours. Will my balance be restored to 160 hours on January 1, 2021, with the extension of the leave policy?**

**A:** No. Your remaining balance will carry over and you only will be able to use the difference between your original balance of 160 hours and what you already have used.

**Q: I've exhausted the full balance of 160 hours of paid emergency administrative leave. What other leave options are available to me?**

**A:** Employees in leave-eligible positions may request to use any other leave options available to them, including any available vacation, sick leave and crisis leave. Employees are encouraged to contact Human Resources to discuss their options for addressing COVID-19 related absences through the use of these other leaves.

**Q: I'd like to contribute some of my vacation hours to the crisis leave bank. How do I do that?**

**A:** Please contact your campus human resources office, and they can provide you with the appropriate documents.

**Q: I've reached the 280-hour cap on vacation leave. Can I now earn additional hours beyond 280?**

**A:** No. Once you reach the 280-hour limit, vacation hours cease to accrue.

**Q: I'm a supervisor and I'm working with a team member to develop alternative work or worksite options. I have questions about what our options are. Who should I contact?**

**A:**



with work arrangements. If that is not possible, employees may use this administrative paid leave

**Q: Can employees use this administrative paid leave if there is a lack of work and no alternative work or worksite is available?**

**A:** Students may use this administrative paid leave in this circumstance. All other employees will work with their supervisors to determine alternative work and/or worksite options. Any questions regarding lack of work should be directed to campus Human Resources.

**Q:**

**Q: Do employees need to provide a doctor's release to return to work after an illness or quarantine due to this COVID-19 virus?**

**A:** Yes. For the employee's safety and the safety of the University community, employees will be required to provide a note from a healthcare provider before returning to work.

**Q: Does the University's health plan cover testing for the COVID-19 virus?**