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### Work Options for Return to Campus Plan

Georgia Southern University

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# Work Options for Return to Campus Plan

## Leave for COVID-19 Vaccinations

In response to the Governor's [Executive Order No. 03.31.21.02](#), the University System of Georgia has provided guidance on procedures to record time and absences related to COVID-19 vaccinations. In an effort to encourage more USG employees to receive the vaccine, the USG will allow faculty and staff (those who normally accrue sick leave) to use "Non-Closure Emergency Leave" **as of March 31, 2021** for the purpose of COVID-19 vaccinations. Individuals will be compensated for this time without deducting from vacation or sick leave balances up to the amounts noted below.

### Receiving a COVID-19 vaccine

- Faculty and staff may take up to eight (8) hours of Non-Closure Emergency Leave for the purpose of receiving a vaccine. If receiving a two-dose vaccine, this is a *total of up to 8 hours across both doses*.

### After receiving COVID-19 vaccine

- Faculty and staff who experience vaccine side effects that prevent them from performing duties of employment may take up to sixteen (16) hours of Non-Closure Emergency Leave rather than using sick leave. If receiving a two-dose vaccine, this is a *total of up to 16 hours across both doses*.

### How to track this time

- Faculty and staff should inform their supervisors of time taken for these purposes and provide proof of vaccination. Supervisors should **NOT** retain a copy of proof of vaccination.
- Supervisors of individuals paid bi-weekly should use the code "00NHP – Non-Closure Emergency Hourly Paid" to track this on timesheets. This is the same tracking process that was used for non-closure leave over the past year.
- Supervisors of individuals paid monthly should use the code "00NSP – Non-Closure Emergency Salary Paid" to track this on timesheets. This is the same tracking process that was used for non-closure leave over the past year.

- We will not require medical documentation for leave taken as a result of vaccine side effects if it is taken within the first several days after being vaccinated.

**Additional questions and retroactive sick/vacation leave updates**

- Individuals who have already used their own sick and/or vacation leave to receive a vaccine and/or for vaccine side effects *since March 31<sup>st</sup>* can retroactively cancel:
  - up to 8 hours of any leave taken since March 31<sup>st</sup> to receive a vaccine and
  - up to 16 hours of any leave taken since March 31<sup>st</sup> for vaccine side effects.
  - For biweekly-paid individuals, supervisors should retroactively add the “00NHP – Non-Closure Emergency Hourly Paid” code to the respective timesheets instead of sick/vacation leave.
  - For monthly-paid individuals, supervisors should retroactively add the “00NSP – Non-Closure Emergency Salary Paid” code to the respective timesheets instead of sick/vacation leave.
- If supervisors have questions about the information above, please contact [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu).

The following chart describes options available to an employee based on different conditions that may apply. As a reminder, all leave must be approved by an employee’s immediate supervisor and subject to standard policies and processes.

<p><b>Employee is out or unable to return to campus as scheduled in the Initial Return to Campus Plan due to...</b></p>	<p><b>Work Schedule Options/Leave Options</b> (options/leave are generally used in the order listed)</p>
<p>Employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19</p>	<ul style="list-style-type: none"> <li>•Accrued Leave</li> <li>•FMLA (if applicable)</li> <li>•TELEWORK/FLEXTIME REQUEST (if eligible and approved)</li> </ul>

Employee has been advised by a healthcare provider to self-quarantine due to COVID-19 symptoms

- Accrued Leave
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

Employee needs to obtain a medical diagnosis or receive care related to COVID-19 symptoms

- Accrued Leave
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

Employee has to care for an individual who is quarantined

- Accrued Leave
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

To care for son or daughter whose school or child care provider is **closed or unavailable**

- Accrued Leave
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

To care for an at-risk family/household member

- Return to work with CDC safety measures in place
- FMLA (if applicable)
- TELEWORK/FLEXTIME REQUEST (if eligible and approved)

Employee's own personal illness or injury, unrelated to COVID-19 (employee needs leave due to unrelated illness or injury or was already on leave when new forms of leave were added)

- FMLA (if sick for more than three days or to care for a family member with an injury or illness unrelated to COVID-19)
- Accrued Sick Leave
- Accrued Annual Leave
- Accrued Compensatory Time (if non-exempt and comp time exists)

Employee's own personal leave plans, unrelated to COVID-19 (employee is taking leave for an event unrelated to COVID-19; annual leave had already been planned and employee will continue with plans)

- Accrued Compensatory Time (if non-exempt and comp time exists)
- Accrued Annual Leave

## Employees needing a work accommodation

Employees who are in need of a work accommodation due to a medical condition may request an accommodation under the American's With Disabilities Act. In order to request an accommodation, complete the [ADA Accommodation Request Form](#) and supporting medical documentation and submit it to [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu). Employees are not required to disclose medical information to supervisors. This information is maintained within Human Resources.

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