

**EMPLOYEES WORKING REMOTELY DURING MODIFIED OPERATIONS:
CONSIDERATIONS & RESOURCES TO GUIDE DECISION-MAKING
THROUGH THE END OF FY2020**

This version was updated on April 15, 2020 at 8:20 a.m.

This document has been written to help supervisors and department heads prepare for and manage situations where employees are working remotely during modified operations as part of the College response to the COVID-19 emergency. The intention is that it will be updated with additional information as the emergency unfolds and as issues are identified.

Continuation of Regular Pay and Benefits through June 30, 2020 (The Draw-Down Period)¹

The College will continue to pay all regular full- and part- time employees, salaried and hourly, their normal base pay based on their regularly scheduled hours through the final payroll period of FY2020. To support this commitment, employees will be required to use or “draw down” an amount of accruable paid leave at least equal to the amount of vacation leave the employee accrues annually. Salaried employees must use **20 days of accruable paid leave days** before June 30, 2020. The amount of paid leave hourly employees will be required to use will depend on the employee’s years of service at the College; all leave must be taken prior to June 27, 2020, the end of the last hourly payroll period of FY2020. Employee benefits will continue. During this period, sick leave absences will not be charged to an employee’s leave bank so that there is no depletion of an employee’s paid sick leave. See *Suspension of Paid Sick Leave Depletion During the Draw-Down Period* below for more information.

Timekeeping and Overtime for Hourly Employees

Except to the extent the College communicates otherwise, regular timekeeping, pay and leave policies apply during the period employees are working remotely.

When employees are working remotely, department heads and supervisors should direct them to use one of the approved methods to report their time, which may include “remote time punching” from an off-campus device. Information regarding “remote time punching” will be provided to supervisors and department heads on the [Human Resources webpage](#).

Departments have persons designated as timekeepers who have, or will be given, remote access for time entry and time approval. If your designated department timekeeper does not have permission for remote access, or you have questions about remote access to time-reporting, contact [Karen Brosnihan](#) or [Jean Leavitt](#) or KRONOS@holycross.edu.

All supervisors are approved to enter and approve time from on- and off-campus locations. If you have questions, contact [Karen Brosnihan](#) or [Jean Leavitt](#) or KRONOS@holycross.edu.

Human Resources can also enter and approve time, if necessary. Send time to be entered to KRONOS@holycross.edu or a request that time be approved. The [Payr-1.S3\(o\)-9r.5 d\(n\)-5.1 \(R\)2 \(e\)0.7 \(s\)-2.4 \(o\)-8.52uff](#)

Prescheduled Leave

Per guidance from public health officials, [the College recommends that employees reconsider non-essential travel plans](#) in light of thea iergecigshaer o ohad8ands63.1 (er)81.9 (2)-3.5 (i)-1.6 (s)-3.0 Tdereses noldns

All employees will continue to accrue vacation time during the draw-down period. Employees who have additional leave left in their leave bank after the draw-down period will be allowed to carry over up to one week of vacation leave for use in FY2021, consistent with existing carry-over rules.

Exemptions from the Required Accruable Paid Leave Draw-Down Period

Sick Leave & COVID-19

All employees must continue to report to their supervisor when they are ill; rules regarding providing supervisors notice of, requesting, and (where appropriate) approving sick leave will continue to apply. This rule applies even if working from home, so that we may identify, and maintain a record of, potential exposure to COVID-19.

If an employee informs a department head or supervisor that they have been exposed to and/or are exhibiting symptoms consistent with Covid-19, or have been quarantined, the employee must be directed TO STAY AWAY FROM CAMPUS and to immediately contact their health care provider. Then the department head or supervisor must immediately contact [Melissa Cutroni](#) in Human Resources.

Human Resources will permit sick leave to be used by employees who require time off to self-quarantine, when directed by a healthcare professional or when consistent with recommendations from public health authorities, irrespective of whether the employee is ultimately determined to be "sick." Additionally, employees may use any or all available sick leave to care for a sick or quarantined family member; the usual rule that a maximum of 40 hours of sick leave may be used to care for a family member will be waived.

If an employee reports that they are not feeling well for other reasons, they should be directed to follow regular sick time protocols for contacting their supervisor and remain away from campus until they are well.

For employees who are unable to work as a result of a Covid-19 diagnosis (whether the person diagnosed is the employee or a family member), or other serious medical condition, leave under the Family and Medical Leave policy ("FMLA leave") may be available. Please contact [Melissa Cutroni](#) in Human Resources in these circumstances, or if an employee inquires about FMLA leave.

When an employee who has been diagnosed with, or exposed to, COVID-19 seeks to return to work, they should communicate as far in advance as possible with Human Resources about a return-to-work plan. As a general protocol, Human Resources will require such employees to obtain return-to-work certifications or other appropriate documentation of full recovery from their medical providers. If this proves impracticable or impossible, Human Resources can determine, based on available evidence and information, whether and when it is safe for the employee to return to work.

Exposure to COVID-19 While on Campus

If a department head or supervisor is informed by an employee that the employee believes they have been exposed to Covid-19 while on campus, please immediately contact [Melissa Cutroni](#) in Human

performing job tasks. In these circumstances the College may have an obligation to explore reasonable accommodations. If there is any question that the employee may require an accommodation, consult with Human Resources. Information related to accommodation requests, medical conditions, and/or disability-related issues, including information relating to potential Covid-19 diagnoses or quarantines, must be kept confidential, consistent with College policy.

Non-Discrimination

Department heads and supervisors are reminded not to discriminate on any unlawful basis, including in the assignment of work, decisions regarding working remotely, disciplinary matters, scheduling, or other terms and conditions of employment. Notwithstanding the heightened risk from Covid-19 to certain populations, such as older persons and persons with underlying medical conditions, department heads and supervisors should not assume that any class of employees is any less capable of performing work or is more or less suitable for remote work under the current circumstances.

Student Employment

Student employment will not continue after March 21, 2020. Exceptions will be made for student employees whose services are critical to continued academic institutional support. Those student employees have been identified by their departments and are permitted to work remotely. These student employees will be paid for hours actually worked. Students will not be required to take leave during the draw-down period, as they do not accrue paid leave.