

CONFIDENTIAL – NOT FOR DISTRIBUTION

Caltech Coronavirus (COVID-19) Leave and Telecommuting Guidance for Employees

As of March 1, 2021

Assumptions:

- *Stay at home order has been eased and limited numbers of employees are able to return to campus.*
- *Other Paid Leave Pool (OPLP) is no longer an option to continue pay as of January 8, 2021.*
- *Caltech is following the California Department of Industrial Relations' (DIR) guidance that employees may use paid sick leave when they cannot come to work because they are caring for their children due to a COVID-19 related school or daycare closure. According to the DIR interpretation, sick leave may be used under these circumstances as it is considered appropriate as "preventative care."*
- *The Institute engaged in a workforce planning exercise that resulted in layoffs and furloughs. Employees affected received required WARN notice.*

COVID-19 Telecommute and Leave Options

This chart provides temporary guidance to benefit-based Campus employees regarding telecommute and paid leave options that may be utilized during the COVID-19 pandemic.

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
A.	Employee is asymptomatic but under quarantine due to potential or significant exposure (as defined by the CDC and/or local/State health department) to COVID- 19.	Employee is to inform manager and report their exposure on the Caltech COVID-19 Reporting App (https://access.caltech.edu/covid19_reporting/) of their situation and seek medical treatment/diagnosis for COVID-19 as directed.	Yes	Individual should telecommute and charge as normal. If they can only telecommute for a portion of the day: <ul style="list-style-type: none">• Exempt employees should charge the portion of the day that they do not work as normal.• Hourly/OTE employees charge the hours they do not work to Emergency Leave (COVID-19 Supplemental Sick Leave). Once the

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
		Individual may be asked to self-isolate based upon the exposure.		<p>maximum has been charged, the hours they do not work may be charged to Sick Leave. If the individual chooses not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Vacation Leave/Personal Holiday is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.</p> <ul style="list-style-type: none"> •
			No	<p>Individual may charge to Emergency Leave (COVID-19 Supplemental Sick Leave). Once the maximum has been charged, the hours not worked may be charged to Sick Leave. If the individual chooses not to use Sick Leave, they should charge to Vacation Leave. Once Vacation/Personal Holiday Leave is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP. The manager and the individual should contact Disability and Leave Administration unit for additional guidance.</p>

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
B.	Employee has a qualified family member who is asymptomatic, symptomatic, or is diagnosed with COVID-19 and is under isolation or quarantine due to a potential or significant risk of exposure to, or having COVID-19. See PM 15-2 Paid Time Off for Benefit Based Employees , PM26 Employee Medical and Family Care Leaves	Individual should inform their manager and NOT report to onsite work.	Yes	Telecommute and charge as normal. If they can only telecommute for a portion of the day: <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees charge the hours they do not work to Sick Leave. If the individual chooses not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Vacation Leave/Personal Holiday is exhausted, they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.
			No	Individual may charge Sick Leave. If the individual chooses not to use Sick Leave, they should charge to Vacation/Personal Holiday Leave. Once Vacation/Personal Holiday Leave is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP. The manager and the individual should contact the Disability and Leave Administration unit for additional guidance.

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
C.	Employee has respiratory symptoms. See PM 15-2 Paid Time Off for Benefit Based Employees	Individual should inform their manager and NOT report to onsite work. Work with the Disability and Leave Unit in HR.	Yes	Telecommute and charge as normal. If they can only telecommute for a portion of the day: <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees charge the hours they do not work to Sick Leave. If the individual chooses not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Vacation Leave/Personal Holiday is exhausted, they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.
			No	Individual may charge Sick Leave. If the individual chooses not to use Sick Leave, they should charge to Vacation/Personal Holiday Leave. Once Vacation/Personal Holiday Leave is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP. The manager and the individual should contact the Disability and Leave Administration unit for additional guidance.

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
D.	<p>Because of COVID-19 school/daycare/after school programs closures, employee has child(ren)/dependent(s) home schooling/out of school/out of day care for whom they must care.</p> <p>The child(ren) is not sick.</p> <p>Reference Note 4 at the end of the document.</p>	Individual should work with their manager and Human Resources.	Yes	<p>Telecommute and charge as normal. If they can only telecommute for a portion of the day:</p> <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees charge the hours they do not work to Sick Leave. If the individual chooses not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Vacation Leave/Personal Holiday is exhausted, they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.
			No	<p>Individual may charge Sick Leave. If the individual chooses not to use Sick Leave, they should charge to Vacation/Personal Holiday Leave. Once Vacation/Personal Holiday Leave is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP. The manager and the individual should contact the Disability and Leave Administration unit for additional guidance.</p>

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
E.	<p>Employee traveled (domestically and/or internationally) and per CDC and/or local or state recommendations, will quarantine for up to 10 days.</p> <p>Employee will not be onsite at work but, if possible, can work remotely.</p>	<p>Individual should inform their manager and NOT report to onsite work.</p> <p>Work with the Disability and Leave Unit in HR.</p>	Yes	<p>Telecommute and charge as normal. If they can only telecommute for a portion of the day:</p> <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees charge the hours they do not work to Emergency Leave (COVID-19 -Supplemental Sick Leave). Once the maximum has been charged, the hours they do not work may be charged to Sick Leave. If the individual chooses not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Vacation Leave/Personal Holiday is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.
			No	<p>Individual may charge to Emergency Leave (COVID-19 Supplemental Sick Leave). Once the maximum has been charged, the hours not worked may be charged to Sick Leave. If the individual chooses not to use Sick Leave, they should charge to Vacation Leave. Once Vacation/Personal Holiday Leave is exhausted they will be moved to Leave Without Pay (LWOP). If they have available Sick Leave, they may choose to use it prior to moving to LWOP.</p>

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
				The manager and the individual should contact Disability and Leave Administration unit for additional guidance.
G.	Consistent with State of California guidance, employee is 65 or older or has a chronic health condition and is self-isolating.	Individual should work with their manager and Human Resources.	Yes	Telecommute and charge as normal. If individual can only telecommute for a portion of the day: <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees may charge the hours they do not work to Sick Leave. If they choose not to use their Sick Leave, they should charge to Vacation Leave/Personal Holiday. Once Sick (if used) and Vacation Leave/Personal Holiday is exhausted they will be moved to LWOP.
			No	The manager and the individual should contact Disability and Leave Administration unit for additional guidance.
H.	Employees who are required to Telecommute (essential, but not working onsite) during a campus closure.	Individual is required to Telecommute.	Yes	Telecommute and charge as normal.

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
I.	Employee has been called to report in to work and was not previously able to telecommute.	Report to work as required. Employees reporting to onsite work are mandated to enter the surveillance testing program. Sign-up to be tested through the Student Wellness Services (SWS).	N/A	Charge as normal.
J.	Employee has been called to report to onsite work and is uncomfortable reporting due to personal reasons that do not fall into one of the other categories. NOTE: LWOP is not available when there is a disciplinary issue.	Work with the Disability and Leave Unit about the reason the individual is uncomfortable reporting to work for guidance on next steps.	Yes	If approved, individual may telecommute and charge as normal. If they can only telecommute for a portion of the day: <ul style="list-style-type: none"> Exempt employees should charge the portion of the day that they do not work as normal. Hourly/OTE employees charge the hours they do not work to Vacation Leave. Once vacation accruals have been exhausted, they will move to LWOP.
			No	Employees should charge Vacation Leave. If they have exhausted Vacation Leave, then charge to LWOP if the manager and HR have determined there is a legitimate issue with the individual not being able to report to work.
K	Employee is diagnosed with COVID-19 and is symptomatic. See: Personnel Memorandum 15-2, Paid Time Off for Benefit Based Employees , PM26	Individual is not to return to work or telecommute while they or a family member are sick with COVID-19.	Do not work.	If employee is diagnosed with COVID-19 and are symptomatic they should not be working. Telecommuting is not required or advisable. Charge to Emergency Leave (COVID-19 Supplemental Sick Leave). Once the maximum has been charged, charge Sick Leave.

Scenario	If:	Take the Following Action(s):	Able to Telecommute?	Type of Request:
	Employee Medical and Family Care Leaves,	Report illness on the Caltech COVID-19 Reporting App. and work with the Disability and Leave Unit of HR.		Consult with the Disability and Leave Unit.

Notes:

- (1) Follow Centers for Disease Control and Prevention (CDC) guidance on symptom and exposure criteria.
- (2) For relevant definitions, see [Personnel Memorandum 15-2](#), Paid Time Off for Benefit Based Employees.
- (3) For issues involving the use of sick accruals related to COVID-19, [managers/employees should contact Disability and Leave Administration Unit for additional guidance \(e.g. next steps once sick accruals are exhausted\)](#).
- (4) If applicable, eligible employees may telecommute for any portion of the workday during which they are not directly engaged in child or dependent care. Hourly/OTE employees should deduct any time spent providing direct care of a child, parent or dependent from their total hours worked for the day using the appropriate charge type in the above chart. Direct care of a child, parent or dependent is the time spent caring for an individual during which the employee cannot be reasonably expected to perform work (e.g. helping children with school activities due to school closures, feeding a child, dressing a parent or child, etc.).
- (5) Unscheduled telecommuting does not impact an individual's ability to request other leave as appropriate.
- (6) Being able to telecommute means the work can be performed outside of one's normal office (i.e. the work is portable). Find guidance [here](#).
- (7) Not being able to telecommute means the work cannot be performed outside of the office because it is not portable, and no other portable work can be assigned. For example, employees working in the Dining Hall.
- (8) COVID-19 Supplemental Paid Sick Leave is available for up to 80 hours of usage if an employee has been asked to isolate or quarantine due potential or significant risk of exposure to, or having, COVID-19
- (9) Talk to the HR Disability and Leave Unit for information on unemployment insurance.