Temporary Duquesne University Policy
COVID-19 Sick Leave

Scope:
This policy applies to all non-student full-time and part-time employees.

Purpose:
The purpose of this policy is to provide eligible employees with up to 5 paid sick leave days to use during periods of quarantine or employee illness related to COVID-19.

Effective Dates:
The policy will be in effect from July 28, 2022 through December 31, 2022.

Applicable Use:
COVID-19 Sick Leave may be used in the following situations:

• Staff member has tested positive for or has been diagnosed with COVID-19.

• Quarantine/isolation due to your own COVID-19 symptoms or COVID-19 symptoms exhibited by someone living in your household when remote work options are not available. In these cases, employees must immediately contact their health care provider, follow the directions given for testing, isolation, etc., and submit confirming medical documentation to the University Disability Claims Manager.

Administration:
• Employees must inform their supervisor as soon as possible when they have a need to utilize a COVID-19 Sick Day.

Miscellaneous:
• Employees may use COVID-19 Sick Days prior to their own accrued sick days (as applicable).

• COVID-19 Sick Days are not compensable upon separation from employment.

Ownership of Policy:
Office of Human Resources