Temporary Duquesne University Policy
COVID-19 Sick Leave

Scope
This policy is in response to the Coronavirus health emergency, and applies to all non-student full-time and part-time hourly-paid support employees. It does not apply to bargaining unit employees, administrative/professional employees or faculty who are provided with sick leave in accordance with their collective bargaining agreement or TAP No. 15, as applicable.

The policy will be in effect from July 13, 2020 through December 22, 2020.

Purpose
The purpose of this policy is to provide eligible employees with up to 10 paid sick leave days to use during periods of quarantine or employee illness related to COVID-19.

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, or being identified by a county health department or Duquesne University as a “close contact” of a positive case of COVID-19, 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