Temporary Duquesne University Policy
COVID-19 Paid Sick Leave

Scope
This policy is in response to the City of Pittsburgh Temporary COVID-19 Paid Sick Leave Ordinance, and applies to all employees - students, faculty and staff - with at least 90 days of continuous University service who work in the City of Pittsburgh, normally work in the City of Pittsburgh but are teleworking as a result of COVID-19, or spend 51% or more of their time working in the City of Pittsburgh. Effective immediately, this policy replaces the Temporary COVID-19 Sick Leave Policy that was issued in June, 2020.

The policy will be in effect until the City of Pittsburgh Ordinance expires.

Purpose
The purpose of this policy is to provide eligible employees with paid sick leave days to use due to absences for the reasons set forth below.

Applicable Use

Temporary COVID-19 Paid Sick Leave (“TCPSL”) may be used for the following absences related to COVID-19, if the employee is unable to work in person or telework:

1. Determination by a public official or public health authority having jurisdiction, a health care provider, or the University that the employee’s presence on the job or in the community would jeopardize the health of others because of the employee’s exposure to COVID-19 or because the individual is exhibiting symptoms that might jeopardize the health of others, regardless of whether the individual has been diagnosed with COVID-19;

2. Care of a family member of the employee due to a determination by a public official or health authority having jurisdiction, a health care provider, or the family member’s employer that the presence of the family member on the job or in the community would jeopardize the health of others because of the family member’s exposure to COVID-19 or a determination by the University that the employee is a danger to the health of others because they are exhibiting symptoms that might jeopardize the health of others, regardless of whether the family member has been diagnosed with COVID-19;

3. An employee’s need to: (a) self-isolate and care for oneself because the employee is diagnosed with COVID-19; (b) self-isolate and care for oneself because the employee is experiencing symptoms of COVID-19; (c) seek or obtain a medical diagnosis, care, or treatment if experiencing symptoms of an illness related to COVID-19; or

4. Care of a family member who: (a) is self-isolating due to being diagnosed with COVID-19; (b) is self-isolating due to experiencing symptoms of COVID-19;
19; (c) needs a medical diagnosis, care, or treatment if experiencing symptoms of an illness related to COVID-19.

5. Employee or family member need to obtain a vaccine or booster.

Amount of Leave

Employees are entitled to a number of hours of TCPSL equivalent to the number of hours they are regularly scheduled to work in a two-week period. The following categories of employees are therefore entitled to the number of hours of TCPSL specified below.

1. Full-time Administrative/Professional employees: 70 hours
2. Full-time Clerical/Support 35 hours per week employees: 70 hours
3. Full-time Clerical/Support 40 hours per week employees: 80 hours
4. Full-time members of collective bargaining units: 80 hours
5. Full-time Faculty members: 70 hours
6. Part-time Faculty members: 18 hours per course currently being taught
7. Part-time Hourly employees (whether or not in a bargaining unit) and part-time Administrative employees: the two-week average for which the employee was scheduled to work.

Administration

- TCPSL hours are available effective immediately and are in addition to sick days granted under University TAP No. 15. Employees may use TCPSL hours prior to their own accrued sick days (as applicable).
- TCPSL shall be provided to employees immediately upon reaching 90 days of continuous employment.
- Employees must provide notice to the University of the need to use TCPSL as soon as practicable.
- Employees who have tested positive for COVID-19 must immediately notify their supervisor and the Office of Human Resources, dawsonr@duq.edu.
- TCPSL hours may be used in increments as small as 15 minutes.
- TCPSL time is not compensable upon separation from employment.
- Employees using three (3) or more days of TCPSL shall provide official medical or other documentation as applicable as soon as practicable upon their return to work that verifies that the reason for their absence met one of the Applicable Use conditions stated above. The documentation shall be provided to the University’s Disability Claims Manager in the Office of Human Resources.
- Employees will report and record all usage of TCPSL hours as sick time. Employees using TCPSL hours must specifically report all such hours to their departments. Departments must track all TCPSL hours used by employees and report them to the Office of Human Resources at hrservices@duq.edu so that the hours can be properly administered and accounted for.

Ownership of Policy

Office of Human Resources

Approved

12-18-20; Updated: 8-2-21