

SECTION 1: FORM INFORMATION

Effective March 16, 2020, the Montana University System has made available, in conjunction with federal and state guidelines, Paid COVID-19 Leave, which will assist in those situations where employees are told by public health officials or health care providers to quarantine due to potential exposure, or in situations where the employee is diagnosed with COVID-19. Employees who work in positions where the duties do not allow for a telecommuting (telework) arrangement may be eligible to use Paid COVID-19 Leave in the instances described below.

Please indicate the type of leave that the named employee is using and submit this form to Human Resource Services (HRS) as soon as the requirement for use is determined. Submission of a fully completed form will allow payroll personnel to load the correct number of hours to the employee’s COVID-19 leave balance so they can use the hours:

- The employee is quarantined because of potential exposure to COVID-19. This employee is unable to work remotely and is eligible for up to 14 calendar days of Paid COVID-19 Leave.
- The employee is unable to work remotely and the employee, or a member of the employee’s household, has a compromised immune system. The employee is eligible for up to 14 calendar days of Paid COVID-19 Leave.
- The employee must be absent from work to care for an immediate family member who is quarantined as a result of COVID-19 and is eligible for up to 14 calendar days of Paid COVID-19 Leave.
- The employee must be absent from work to care for dependent due to school or childcare closures. There is an 80 hour COVID-19 leave available for this purpose and can be used intermittently.
- The employee has been diagnosed with the COVID-19 virus and is eligible for up to a maximum of 30 calendar days of Paid COVID-19 Leave. This maximum 30-calendar-day period includes any calendar days absent while under quarantine for COVID-19. The employee must provide medical certification for a use of 30 days.

SECTION 2: EMPLOYEE INFORMATION

Employee Name: _____

Employee 790: _____

Department: _____

Begin date of requested leave use: _____

SECTION 3: PROCESSING INFORMATION

When the employee actually uses the Paid COVID-19 Leave payroll personnel will post the number of hours directly into the payroll system. Monthly paid employees time for the pay period will just be reported as REG time. The expense of the Paid COVID-19 Leave will post directly to the Index that is attached to the employee’s pay record. Employees will be allocated a maximum of 80 hours of COVID-19 Paid Leave, unless they actually become sick with the disease in which case they will receive a maximum of 160 hours. The number of hours that an individual employee may receive will be prorated based on their actual FTE – for instance, a .75 FTE employee will be eligible for 60 hours of COVID-19 leave.

SECTION 4: SUPERVISOR INFORMATION

Supervisor Name (please print clearly): _____

SECTION 5: SIGNATURES FOR COVID-19 LEAVE

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

*Please submit complete and approved forms to the HR/Payroll Office.