

ASU SYSTEM COVID-19 LEAVE POLICY

PURPOSE

The purpose of this policy is to outline provisions covering leave for employees of the ASU System and its campuses (“ASU System employees”) who have tested positive for COVID-19, have been exposed to COVID-19, or are exhibiting symptoms of COVID-19 and are required to quarantine or isolate. The goal of the policy is to keep employees safe and healthy while ensuring that all essential campus services remain operational. In making decisions under this policy, each campus shall rely upon applicable public health guidelines.

Close Contact to a Person with COVID-19

ASU System employees who have had close contact with a person who has tested positive for COVID-19 shall follow campus guidelines regarding quarantine, isolation and testing. An employee who has had close contact with an individual who has tested positive for COVID-19 should immediately contact the campus Human Resources Department. The Human Resources Department shall advise the employee as to next steps, which may include whether the employee may be eligible to work remotely. The opportunity to work remotely and the degree with which it is implemented is determined by the Chancellor of each campus, or the Chancellor’s designee. If remote work is not possible during this time period, then the employee shall use accrued leave to cover the quarantine or isolation period. An employee may also use authorized leave for up to eighty (80) hours total to cover the quarantine or isolation period. The employee shall not return to campus until the quarantine or isolation time period established by the campus Human Resources Department has lapsed. The length of quarantine or isolation is determined by each campus Human Resources Department and will be based upon applicable public health guidelines.

ASU System Employees Exhibiting Symptoms or Who Have Tested Positive for COVID-19

ASU System employees who have tested positive for COVID-19 or are exhibiting symptoms of COVID-19 shall follow campus guidelines regarding quarantine, isolation and testing. An employee who has tested positive for COVID-19 or is exhibiting symptoms of COVID-19 should immediately contact the campus Human Resources Department. The Human Resources Department shall advise the employee as to next steps, which may include whether the employee may be eligible to work remotely. The opportunity to work remotely and the degree with which it is implemented is determined by the Chancellor of each campus, or the Chancellor’s designee. If remote work is not possible during this time period, then the employee shall use their accrued leave to cover the quarantine or isolation period. An employee may also use authorized leave for up to eighty (80) hours total to cover the quarantine or isolation period. The employee shall not return to campus until the quarantine or isolation time period established by the campus Human Resources Department has lapsed. The length of quarantine or isolation is determined by each campus Human Resources Department and will be based upon applicable public health guidelines.¹

¹ Each ASU System employee is limited to 80 hours of authorized leave per calendar year.