

Situation – effective January 1, 2021. For most employees, current guidance remains - if the employee can effectively work remotely, the employee should continue to work remotely.	Leave and Pay - Administrative, Professional-Technical, Classified and Faculty	FMLA	Documentation required
Employee identifies as high risk due to medical condition (CDC) and cannot work from home. Protect our Neighbors Order D 2020-127 , no individuals at risk of severe illness can be compelled by their employer to return to work if their work requires in person work near others.	1) Workplace accommodation (refer to ADA Compliance); 2) Emergency sick for 80 hours (HFWA), processed as paid administrative leave; 3) Accrued annual and sick leave usage; if qualified for FMLA and Classified, first include paid FML for 80 hours 4) Leave without pay until order is lifted	If condition would otherwise qualify under FMLA	COVID Administrative Leave Request and/or FMLA paperwork if eligible
Employee identifies as high risk due to being 65 or older. Per Protect our Neighbors Order D 2020-127 , no individuals at risk of severe illness can be compelled by their employer to return to work if their work requires in person work near others.	1) Workplace accommodation (interactive process similar to ADA); 2) Emergency sick for 80 hours (HFWA), processed as paid administrative leave; 3) Accrued annual and sick leave usage; 4) Leave without pay until order is lifted	No	COVID Administrative Leave Request
Employee identifies as high risk, cannot work from home and has not provided documentation or has been denied an accommodation. (<i>Workplace accommodations require medical documentation.</i>)	1) Discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)	If condition would otherwise qualify under FMLA	Contact HR
Employee has a family member in their household who is high risk and employee does not feel safe being at work and is unable to work from home (employee does not need to care for family member).	1) Workplace accommodation (interactive process similar to ADA); 2) Discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)	No	No
Employee is not comfortable returning to work and can't effectively work remotely or the college has determined the work is not able to be performed remotely	1) annual leave accruals (case-by-case assessment of facts); 2) LWOP, discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)	No	No
Employee tested positive for COVID-19	1) Emergency sick for 80 hours (HFWA), processed as paid administrative leave; 2) FML (if eligible) using sick and annual leave accruals; if Classified, first include 80 hours of paid FML 3) Leave without pay/ ADA process	Potentially, if additional medical leave is required after 2 weeks	[Not for the first 80 hours. If additional time is required documentation is required]
Employee has symptoms of COVID-19 and is seeking a medical diagnosis	1) Emergency sick for 80 hours (HFWA), processed as paid administrative leave; 2) At point the individual is told it is not COVID-19 or told they do not need to be tested, regular sick leave rules would apply; 3) FML (if eligible) using sick and annual leave accruals; if Classified, first include 80 hours of paid FML 4) Leave without pay/ ADA process	Potentially, if additional medical leave is required after 2 weeks	[Not for the first 80 hours. If additional time is required documentation is required]
Employee needs to care for a family member who has COVID-19 or is being treated by a health care provider for symptoms.	1) Emergency sick for 80 hours (HFWA), processed as paid administrative leave; 2) FML (if eligible) using sick and annual leave accruals; if Classified, first include 80 hours of paid FML 3) Leave without pay/ ADA process	Potentially, if additional caretaking is required after 2 weeks	[Not for the first 80 hours. If additional caretaking is required after 2 weeks documentation is required]
Employee needs time off to care for a child under the age of 18 due to COVID-19 school/daycare closure or transition to online only format	1) Up to 80 hours of emergency sick leave (HFWA) 2) Annual leave usage; 3) Leave without pay/ interactive process	Yes	COVID Administrative Leave Request
Employee chooses to take time off to care for a child while their child care continues to be open or employee chooses to end childcare arrangements	1) annual leave accruals (case-by-case assessment of facts); 2) LWOP, discipline, separation if employee refuses to perform requested/required work duties (case-by-case assessment of facts)	No	No
If no work is available for employee	1) Reassignment* within department if available; 2) Voluntary Furlough (temporary); 3) Separation/layoff (permanent)	No	Work with HR

This document is for guidance purposes and it does not supersede policies, procedures or legal requirements; this guidance is subject to change pending updated legal, regulatory or policy/procedure changes.

*Reassignment in this context is not the ADA reassignment process nor a formal process through HR. This would be handled within a department/college to cover workload

**Leave without pay will not impact benefit eligible employees but will have an impact on measurement for eligibility the following year if applicable