

COVID-19 Leave Options (updated 10/1/2021)

Leave Due to COVID-19

Employees who need to quarantine due to exposure to COVID-19 or who need to isolate due to testing positive for COVID-19 must use sick or vacation time.

Employees must report their absence to both their supervisor and to Human Resources. Employees who are able to work remotely may request a temporary remote work arrangement from their supervisor and Human Resources during the quarantine or isolation period.

Vaccination Leave

Employees may request up to 4 days (32 hours) of leave to receive the vaccine and/or to recover from the effects of the vaccine. In order to use Vaccination Leave, employees must complete the Vaccination Leave Request Form and show proof of vaccination at the Human Resources Office.

Remote Work

Telecommuting arrangements may **only** be requested by employees under the following circumstances:

- The employee has been directed to quarantine or isolate due to COVID-19.
- The employee has children unable to attend school or daycare due to COVID-19.

All other faculty and staff are expected to work on campus, unless the employee was hired with a remote work arrangement.

If you have questions, please contact Human Resources at 660-785-4031 or hrstaff@truman.edu.