



Administrative Leave for COVID-19 Testing and Exposure

General eligibility requirements: Applies to all University employees in a paid position (does not need to be a benefit-eligible position), except for employees of University Hospitals and Clinics.

1. Paid Admin Leave **if the employee is being tested for COVID-19** and while they are awaiting test results (if employee is not able to work remotely):
 - Employee has symptoms of COVID-19 or has been exposed to someone with COVID-19
 - Employee must fill out COVID-19 Reporting Form
 - Administrative Leave Paid for any hours the employee is normally scheduled to work during the time period

2. Paid Admin Leave **if the employee tests positive** for COVID-19 (if employee is not able to work remotely):
 - Maximum of fourteen (14) calendar days
 - Eligibility:
 - Employee must be tested and complete the COVID-19 Reporting Form
 - Employee must exhaust 80 hours of Emergency Paid Sick Leave under Families First Coronavirus Response Act (if eligible)
 - Employee must quarantine for at least 10 days (until no symptoms for three full days)
 - If the employee was exposed at work:
 - Employee must complete Workers Compensation First Report of Injury Form
 - Employee will receive Admin Leave to cover time not paid by Workers Compensation

Additional COVID-19 Information is available online at <https://coronavirus.utah.edu/>.

University Human Resource Management

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