Administrative Leave for COVID-19 Testing and Exposure
Last Updated July 13, 2021

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. Employees must exhaust all available accruals (including sick, vacation, personal preference and/or comp time) prior to receiving Paid Administrative Leave for COVID-19 testing and/or exposure.

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 ten (10) calendar days - Administrative Leave Paid for any hours the employee is normally scheduled to work during the time period
   - Eligibility:
     - Employee must be tested and complete the COVID-19 Reporting Form
     - Employee must isolate for at least ten (10) days from the start of their symptoms
       - Employee should stay away from other people and not go out except for a medical appointment
       - Employee can generally leave isolation after 10 days if their symptoms are improving and they are fever-free
   - If the employee was exposed at work:
     - As of June 1, 2021, Workers Compensation no longer accepts claims for COVID-19 as it is now considered a communicable disease such as the cold or flu.

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