Paid Administrative Leave for COVID-19 Related Absences
Last Updated September 29, 2021

Eligible employees may receive a maximum of ten (10) days of administrative leave per calendar year after exhausting all sick leave accruals for certain COVID-19 related absences (described below).

General eligibility requirements:

- Does not apply to employees of University Hospitals and Clinics
- All University employees in paid positions (does not need to be a benefit-eligible position) who are not able to work remotely
- Have been partially or fully vaccinated against COVID-19, unless exempted under federal or state law

Leave For Employee's COVID-19 Related Reason:

1. Symptomatic employees who have been instructed to quarantine and are being tested for COVID-19 and awaiting the test results
   - Employee must fill out COVID-19 Reporting Form
   - Up to four (4) scheduled work days for any hours the employee is normally scheduled to work during the time period

2. Employees who test positive for COVID-19:
   - Up to a total of ten (10) scheduled work days for any hours the employee is normally scheduled to work during the time period (including time paid while employee is waiting for COVID-19 testing results)

Leave to Care for a Child who is Unable to Attend School or Daycare Because of a COVID-19 Related Reason:

3. Employees who are needed to care for their child because the child (who is unable to be immunized) has been exposed to COVID-19; the child is experiencing symptoms of COVID-19; or the child’s school or regular daycare provider is closed because of COVID-19
   - Up to a total of ten (10) scheduled work days for any hours the employee is normally scheduled to work during the time period

As of June 1, 2021, Workers Compensation will no longer accept claims for COVID-19, as it is now considered a communicable disease such as the cold or flu.

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