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 ten (10) 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 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:
     - 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/](https://coronavirus.utah.edu/).