

## Public Health Emergency – COVID19

The State of Louisiana is providing guidance for the use of leave time as state employees become ill, believe they have been exposed to the coronavirus (COVID-19), must provide care for a dependent, or who have immunocompromised systems.

Here is an overview of the guidelines for the use of employee leave based on circumstances related to COVID-19. This will remain in effect through April 12, 2020.

### **Sick Leave**

Used when an employee is ill or becomes ill during a quarantine. Employees who exhaust their sick leave may use compensatory/annual leave. If all such leave becomes exhausted, the University President may authorize the use of paid special leave – Civil Leave (Act of God). Additionally, employees may qualify for the use of the Family and Medical Leave Act (FMLA).

### **Annual Leave**

Used if an employee is caring for a dependent family member who may be ill or caring for those needing to stay at home because of school or daycare closures. The University President may authorize the use of sick leave if compensatory/annual leave become exhausted. Also, the University President may authorize the use of a special paid leave – Civil Leave (Act of God).

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It is imperative to contact your health care provider if you are ill. It is requested that you not come to work if you are sick and call your supervisor to apprise them of your situation.

**NOTE:** Should you have questions, please contact Human Resources Director, Lisa Harris, at 318-357-5965 or [harrisl@nsula.edu](mailto:harrisl@nsula.edu).