COVID-19 Leave Reporting Training

Wellness Center
COVID-19 Leave Reporting

• You are eligible to apply for COVID Leave if you meet one of the following conditions:
  
  • Test Positive for COVID-19
  
  • Have been identified as a close contact
COVID-19 Leave Reporting

STEP #1: Complete the survey on the NDSU Website AND Notify your supervisor immediately.

- https://www.ndsu.edu/covid19/student_reporting_procedures

Student Reporting Procedures

Students should complete this form if they have

- tested positive for COVID-19 (students who are tested at NDSU Student Health Service do not need to complete this form), or they have

- been notified that they have been identified as a close contact to someone that has tested positive for COVID-19.

COVID-19 STUDENT REPORTING FORM

The purpose of this form is to provide support to students and to assist the North Dakota Department of Health with Contract Tracing. After completing the form students can expect a call from a nurse in the Student Health Service and possibly a call from the Dean of Students Office. These phone calls are designed to gather information to best guide students on the best course of action for their situation.
COVID-19 Leave Reporting

• **Positive Test:** If you tested in Student Health Service, you do **NOT** need to complete the survey on the NDSU website.

• **Close Contact:** If you have been identified as a close contact, you need to complete the survey if you were notified by **ANYONE** that you were a close contact. It is no longer just notification from the North Dakota Department of Health.
  – Close contact is defined as spending 15 minutes or more within 6 feet without BOTH individuals wearing face coverings or with one person wearing a face covering.

• You will **NOT** be considered a close contact if you are both wearing face coverings.
COVID-19 Leave Reporting

STEP #2: Forward any emails or letters you receive regarding your positive test or close contact to: Jobey.Lichtblau@ndsu.edu.

These documents and dates are necessary to submit for you to get paid.

- You may also be contacted by a contact tracer or receive an email from the North Dakota Department of Health. These emails must be sent to Jobey.Lichtblau@ndsu.edu. Tell the contract tracer that you need a letter verifying this emailed to you.
COVID-19 Leave Reporting

• **STEP #4:** Complete the Family Medical Leave of Absence Request –COVID-19

• **Family Medical Leave of Absence Request-COVID-19**
  – **Navigation**
    • NDSU.edu/hr
    • COVID-19 Information (big banner)
    • Forms (forms highlighted in green on the right side)
    • First Form-Family Medical Leave of Absence Request COVID-19
Submit completed form to: https://filetransfer.ndsu.edu/filedrop/ndschr@nds.edu or Fax: 701-231-9686
Do not provide medical verification to your supervisor

Emergency Paid Sick Leave / Emergency Family and Medical Leave Expansion Request Form

Employee Name: Jobey Lichtblau
Employee ID: 0500745
Supervisor: (Your Supervisor)
Department: Wellness Center-(Your Area)
Personal Phone Number: 701-239-8563
Personal E-Mail: Jobey.Lichtblau@nds.edu
Leave Start date: Blank End date: Blank Type: ☑ Continuous ☐ Intermittent ☐ Both

Emergency Paid Sick Leave (EPSL)
I am unable to work or telework due to the identified reason below (check one), as such, I am requesting EPSL:

☑ Subject to a government quarantine or isolation due to COVID-19 (if not instructed by state or federal quarantine, documentation is required);
☐ Advised by a healthcare provider to self-quarantine due to COVID-19 (documentation required);
☐ Experiencing the symptoms of COVID-19 and are seeking a diagnosis (documentation required);
☐ Caring for an individual subject to or advised to quarantine or isolate (documentation required);
☐ Caring for a son or daughter whose school or childcare is closed or unavailable due to COVID-19 and am unable to work or telework (documentation required) – this reason qualifies for up to an additional 10-week period of paid leave beyond the first 80 hours granted under Emergency Paid Sick Leave;
☐ Complete Page 3: EPSL Dependent Care Information Sheet
☐ Experiencing substantially similar conditions as those specified by the Secretary of Health and Human Service in consultation with the Secretaries of Labor and Treasury.

All Employees (Students, Temps, Part-Time, and Full-Time) Acknowledgments

I have read page 2 and understand I may be required to submit supporting documentation as soon as possible, but no later than 20 days.

I understand I need to submit a FFCRA Leave Reporting Form in order to receive payment

Jobey Lichtblau
10/28/2020

Employee Signature Date Signed Supervisor/Department Signature Date Signed

*Part-Time, Temps, and Students may stop here

NDSU NORTH DAKOTA STATE UNIVERSITY
COVID-19 Leave Reporting

• Complete your name, NDSU ID (employee ID) supervisor’s name (list both if you have two) and the Wellness Center as the department-(please add the area where you work) Wellness Center-(your area)

• Complete the leave start date and end date. These dates correspond with your missed shifts during your isolation or quarantine period of time. Example: You were required to quarantine for 14 days beginning on 11/02/2020. You would be paid for any scheduled shifts from 11/02/2020 through 11/15/2020. Your start date is 11/02/2020 and your end date is 11/15/2020.
COVID-19 Leave Reporting

• Check “Continuous Leave”
• In most cases, you will check “Subject to government quarantine or isolation due to COVID-19.
• Initial the two boxes
  – The first box is that you have provided Jobey with your documentation to prove that you have tested positive or that you were a close contact and required to quarantine.
  – The second box indicates that you need to complete and submit an FFCRA Leave Reporting Form. **YOU DO NOT NEED TO DO THIS.** Your supervisor will do this for you. Please ignore any correspondence from Human Resources that instructs you to complete the FFCRA Form.
COVID-19 Leave Reporting

• This form can be difficult to save and send. You may want to save it to your desktop and then send it to Jobey.Lichtblau@ndsu.edu. Please make certain the form is populated when you send it to Jobey Lichtblau.

• You may also want to take a screenshot of the form in the event it will not save. You can send Jobey the completed form or a screenshot of the form.

• DO NOT send the form to the file drop box for Human Resources. Jobey will match this form with your documents and send it to HR for you.
COVID-19 Leave Reporting

- I am unable to send your COVID Leave form to Human Resources if I don’t have the documents showing your isolation or quarantine dates. It is important to send Jobey these documents as soon as possible.

- If you have not received these documents or are having trouble obtaining them, please make immediate contact with Jobey Lichtblau.
COVID-19 Leave Reporting

• Once approved, you will receive an e-mail from John Woolsey, NDSU Director of Human Resources. The e-mail will go to you, Jobey, and your area supervisor.

• Once your supervisor receives this e-mail, he/she will complete the FFCRA Leave Reporting Form. This will include the hours for all of your missed shifts on a time card. Shortly after the approval from HR, your supervisor will send you the completed time card for you to approve. Verify that the missed hours are correct, sign it, and scan it back to your supervisor as soon as possible. The Office Manager will send it to the Payroll Office for you.
COVID-19 Leave Reporting

• Employees are only eligible for two weeks of COVID-19 Leave. This leave program expires on 12-31-2020.

• The entire process needs to be completed within 20 days from the time of your first missed shift. If Jobey does not receive the required documents and form from you within 20 days, you will not be eligible for this paid leave.

• Employees could qualify for paid leave depending on their isolation or quarantine dates.
Returning to Work

• You are able to return to work after you have been released from isolation or quarantine. The documentation (letter or emails) you receive should have these dates listed on them. If they do not have dates on them:
  
  • **Isolation:** 10 days from the onset of symptoms
  
  • **Quarantine:** 14 days from the last contact with a positive person. Or, longer if you are a household contact with somebody who tests positive for COVID-19.
Returning to Work

- You are required to send an e-mail to Jobey.Lichtblau@ndsu.edu and your area supervisor indicating that you have been symptom free for 48 hours before you are able to return to work.

Example: The date you are able to return to work is November 1, 2020. You send an e-mail indicating that you have not had any symptoms two days (October 30 and October 31) prior to November 1 and you are able to come back to work. Jobey or your supervisor will respond with direction.
Questions?