Leave Options for Employees Affected by Coronavirus

During the COVID-19 pandemic there are many leave programs that may be available to you as a PSU employee depending on your specific circumstances including your employee group, benefits elections and personal context.

We hope that the materials and links on this page are helpful, but we recognize that they may not directly address your unique circumstances. If you have any questions about your personal situation, please do not hesitate to contact us at askhr@pdx.edu.

Remote Work: If you believe your job can be done remotely please seek approval from your supervisor. During the current state of emergency we have provided guidelines for expediting telecommute requests. All employees should work from home if possible.

Sick Leave: For all employees: If you are sick, quarantined, or unable to work because of measures taken to curb the COVID-19 virus you will be able to use your sick leave for those absences. You are also entitled to use any other leaves available to you.

FMLA/OFLA: Employees who are instructed by a healthcare provider to be off work for more than 3 days may qualify for FMLA/OFLA. This includes if you are instructed to be off work to care for yourself or a family member. FMLA/OFLA provides job and benefit protections. To request FMLA/OFLA use the following link: FMLA/OFLA Leave Request Form.

Short Term Disability: If you have elected enrollment in short term disability, our provider The Standard has indicated that they will pay out claims if a healthcare provider has said that you are unable to work for medical reasons. The Standard will need medical certification but if you receive telemedicine or distance medicine they will contact your provider directly.

To start a claim call 1-800-842-1707. PSU Group Policy number is 442210-C.

Short term disability has a one week wait week but pays 60% of your gross pay for up to 13 weeks. More details here: https://www.pdx.edu/hr/optional-insurance-plans#disability_insurance

Workers Compensation: If you get sick while at work, eligibility for Workers Compensation will be determined on a case by case basis by SAIF corporation. Current

If you have additional concerns or questions please email leaves@pdx.edu.

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guidance is that employees would need to provide evidence that their jobs put them at greater risk than the general public.

To document an illness please use the PSU Injury Report Form.

To submit a claim for Workers Compensation please fill out the SAIF 801 (top portion only).

Additional Programs Specific to Certain Employee Groups:

Under no circumstance should employees come to work when ill or otherwise under quarantine. If an employee has run out of paid leave PSU offers several different resources to provide support in times of extended need. Please see below for additional information.

**SEIU Members:** If you are an SEIU Member experiencing hardship due to COVID-19 and have exhausted all available leave balances please request use of the SEIU Hardship Leave Program here: SEIU Hardship Leave Request Form

If you are an SEIU Member wanting to donate to the program or fellow members please use this link: SEIU Hardship Leave Donation Form

If PSU is closed you will be eligible for 48 hours of additional paid leave from the inclement weather bank. More details here: https://www.pdx.edu/hr/university-closure-policy

**AAUP Members**

If you are an AAUP Member and have not opted out of the AAUP Donated Sick Leave Bank you are eligible to use AAUP DSLB.

To request use please use the following link: AAUP Sick Leave Donation Request Form

**Unclassified Employees (regardless of representation)**

You are eligible to request to borrow up to 520 hours of future sick leave accruals. To make your request please use the following link: Unclassified Borrow Sick Leave Program

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