



Simmons Special COVID Leave for Faculty and Staff

Simmons has comprehensive policies governing leave for illnesses including sick days, short-term disability leaves, parental leave, and FMLA leave. However, given the unprecedented nature of the COVID-19 pandemic there may be questions and issues unaddressed by those leave policies. In response, Simmons offers Special COVID Leave (described here) to assist you as you navigate the effects of the pandemic on yourself and your household members.

Full and part-time Simmons faculty and staff, including temporary staff, may request Special COVID Leave. A total of 80 hours of Special COVID Leave is available to eligible faculty and staff between now and June 30, 2021.

Special COVID Leave is paid leave. The Leave may be used when eligible employees need time off to attend to circumstances or conditions brought on by the COVID-19 pandemic. Such circumstances could include, but are not limited to:

- If you or a member of your household has been diagnosed with COVID-19.
- If you work on campus and a member of your household are awaiting results of a COVID-19 test, and the testing results are not expected to be available before you are scheduled to return to work on campus.
- If you or a family member have been directed to quarantine or self-isolate as a result of a COVID-19 diagnosis or suspected COVID-19 exposure.
- If you are returning from travel outside of Massachusetts and are requested by your manager, Dean, or Human Resources to be tested for COVID-19 before returning to campus.
- If you are caring for a child whose school or place of care is closed or whose child care provider is unavailable for reasons related to COVID-19.

If you request Special COVID Leave for five or more consecutive days of work due to COVID-19 exposure or diagnosis, you will be required to supply documentation from a medical provider to support your request for a leave.

For health issues not related to COVID-19, please use other accrued time off such as sick time, vacation time and/or floating holiday time. Employees are reminded that they may use up to five (5) days of sick time per academic year to care for a family member.

For more information on this policy or to request this leave, please contact:

hr@simmons.edu