



Policy & Procedure

Faculty Practice Sites

Policy Name: Coronavirus Workplace Time Off Policy		Originator: Human Resources
Date Approved:	Date Effective: 07/2020	Date for Review: 07/2021
Approved By: CCFMG Employed Staff		

PURPOSE:

To provide a time off policy for staff members who may be exposed or acquire the Coronavirus virus.

GUIDELINE:

If a CCFMG staff member is exposed to the Coronavirus and takes time off voluntarily or involuntarily, CA sick time may be used and PTO time must be used. Employees must use available PTO for any time taken off whether the employee is asymptomatic or symptomatic. All incidences regarding Coronavirus exposures need to be reported to the UCOE Clinical Quality Manager and the employee must follow the CCFMG Coronavirus work/no work protocol as indicated for their job function and location.

PROCEDURE:

Workplace:

If a CCFMG staff member tests positive at any approved testing site, the staff member must adhere to the CCFMG Coronavirus work/no work protocol specific to their job function and location. This may result in the employee taking more or less time off than wanted or expected.

Positive Coronavirus test result and Workers Compensation:

Employees testing positive for Coronavirus may be eligible for Workers Compensation coverage. All of the following conditions must be met to potentially qualify for benefits:

- You must test positive for or be diagnosed with Coronavirus within 14 days after a day the employee worked at an employer’s work location at its direction.
- The day worked at the employer’s work location was on or after March 19, 2020.
- The employer’s work location is not the employee’s home or residence.
- If the employee is diagnosed with Coronavirus, the diagnosis was done by a medical doctor and confirmed by a positive test for Coronavirus within 30 days of the date of the diagnosis.



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Employees being tested for Coronavirus due to a company exposure or that have tested positive, must immediately complete the necessary Workers Compensation forms. Employees can obtain the forms from their supervisor. Employees will be given the DWCFORM1 within 24 hours of notification. Employees need to complete 1-9 on the form and return to their supervisor. The supervisor must submit the completed form to Human Resources for processing. Human Resources will receive and process the Workers Compensation forms from the employee's supervisor.

CA Sick Leave / Paid Time Off (PTO)

If the employee wishes to take time off for Coronavirus reasons, the employee's immediate supervisor must approve and the time will be sick, PTO or personal leave. Employees with no available time off can request a personal leave. The request and approval must be made by the employee's supervisor. Human Resources will work with the supervisor and employee on completing the necessary paperwork.

If an employee receives temporary disability benefits through the company's Workers Compensation program and the employee used CA Sick Leave or PTO, the employee will have the option to pay back the CA Sick Leave or PTO in order to have the time reinstated to their time off banks. Employees selecting this option will need to complete a form authorizing CCFMG to deduct the paid amount from their next paycheck. This form can be found on our intranet under Human Resources / Payroll.

Employee's electing to reinstate their paid time off should contact payroll to complete a Payroll Deduction Form. Payroll will notify Human Resources to reinstate the paid time off balances.