

March 31, 2020

Dear Iowa State employees,

Thank you for your patience as we have worked through the complexities of making initial temporary changes to our employee leave policies. We understand the COVID-19 crisis is causing unprecedented challenges for you and your families. We are committed to supporting you during this difficult time. Please carefully review these changes and instructions.

Supervisors are encouraged to think creatively about how work gets done and to exercise flexibility with regard to work schedules and job tasks.

- Wherever possible, supervisors should direct employees to work remotely.
- When remote work is not possible, supervisors should determine whether on-campus work can be performed within social distancing standards that protect the well-being of all employees.
- Where it is not possible for an employee to continue to work due to a COVID-19 related reason, regular university and newly expanded federal leave programs provide options to help mitigate the burden placed on employees under these circumstances.
- Employees should talk to their supervisors if they need to adjust their work schedules or work responsibilities to allow them to balance things like child care or other personal issues.

Federal employee sick time off and Family Medical Leave Act (FMLA) expansion

In accordance with the new Families First Coronavirus Response Act for COVID-19, all eligible employees are being provided 80 additional hours of sick time off for COVID-19 related events (pro-rated for part-time employees), effective tomorrow, April 1. This will be a separate bank of sick time off to be used only for COVID-19 related eligible events, in addition to the regular university accrued sick time off and accrued vacation time off as applicable.

The Families First Coronavirus Response Act also provides up to 12 weeks of job-protected FMLA leave for employees who are unable to work because they need to care for children during school and child care closures.

Sick time off for self-isolation

On [March 22, guidance](#) was issued directing any member of the Iowa State community returning from Spring Break vacation or other travel outside of Iowa to self-isolate for 14

days. If you have been in self-isolation due to travel outside of Iowa and have been unable to work, you may use university accrued sick time off through March 31 and new federal COVID-19 sick time off beginning April 1.

What time off can I take?

University Human Resource has developed a flowchart to help you better understand what time off and leave options are available to you if you are unable to work or work remotely. Please note that while this is a complex issue and the flowchart may look complex, it will [walk you through different scenarios](#) step-by-step. If you have any questions, please contact your [HR Delivery Team](#) or email hr_delivery@iastate.edu.

Resources for Supervisors and Employees

University Human Resources has developed a [UHR COVID-19 website](#) with several resources regarding COVID-19 time off and leave. UHR will also provide a recorded webinar through [Learn@ISU](#) later this week to help supervisors and employees better understand these changes. Any questions can be directed to hr_delivery@iastate.edu.

Ongoing Campus Updates

The [campus safety page](#) and the [Employee FAQ](#) continue to be updated with new information about the university's COVID-19 response.

We urge you to continue to take the necessary steps to protect the health and safety of yourself, your loved ones, and our community. Please refer to our wellness campaign, [Keep Community. Stay Informed Be Well.](#) for resources and information on topics like social distancing and self-care. We are confident the Iowa State community will emerge from this crisis stronger and more deeply connected.

Sincerely,

Wendy Wintersteen
President

Kristi Darr
Interim Vice President for University Human Resources