

Coronavirus Leave/Return to Work Process Information for Civil Service (Bi-Weekly Paid) Employees

Dear Civil Service (bi-weekly) Staff Members,

The following information is being provided in the event that an employee's COVID test should yield positive results. If positive test results are received, please inform your direct supervisor via email and/or the designated method of communication your supervisor has instructed you to inform them of an absence. If you are asymptomatic and are able to work remotely, the Department leadership will approve remote work if appropriate. In addition, employees and supervisors should inform the Dentistry HR Leave Coordinator, Ana Mendez at am79@uic.edu or denthr@uic.edu in order to provide the employee information on eligibility for the U of I Temporary Coronavirus Paid Leave if remote work is not appropriate or is not approved by the Department.

Employees should anticipate a 10 days isolation period from the onset of symptoms or if asymptomatic, from the date of test results. **You must return on day 11 if you have been 24 hours without a fever and symptoms are improving. You do not need the formal return to work clearance if UHS is delayed in completing its processing.**

If symptoms have not improved and employee is unable to return to work after 10 days, documentation from your medical provider is required to excuse additional absences. Employee must contact the Leave Coordinator to determine what leave options are available after the isolation period additional sick time requires use of personal sick benefits.

Steps To Take If Test Positive: *(Please note that this does not apply to employees from Temporary Agencies)*

- Inform supervisor and Dentistry HR Leave Coordinator of results.
- Begin isolation, if urgent care is not required.
- If COVID test was conducted at the University, you will receive a message to log into "Immuware", <https://immuware-uic.azurewebsites.net/Account/Login> This confidential portal will provide guidance and information. Please note that it may take 24-48 hours to receive the Immuware message.
- If Test results are from a lab outside of the University, contact University Health Services (UHS) at 312-996-7420 and follow their instructions. Due to a high volume of calls you may have to leave a message.
- Employee returns to work on the 11th day if the employee has been 24 hours without a fever and symptoms are improving. You do not need formal return to work clearance if UHS is delayed in completing its processing.
- UHS will provide a Work Status Report to the employee with the dates of isolation.
- Employee routes a copy of the Return to Work WSR (if/when received) to Leave Coordinator (Ms. Ana Mendez at am79@uic.edu or denthr@uic.edu)

If Remote Work is Not Approved by the Department, the following leave resources for COVID-19 Absences are available:

On a temporary basis, the University of Illinois System will provide a limited amount of paid time off to eligible employees due to **isolation orders for their own illness (i.e. only for positive test result for self)**. To apply for this benefit the followings steps must be completed immediately upon receiving results:

1. Complete, sign and date the U of I Temporary Coronavirus Paid Leave form.

Coronavirus Leave/Return to Work Process Information for Civil Service (Bi-Weekly Paid) Employees

2. Provide/attach supporting documentation of test results to the leave form.
3. Forward all UHS received status reports to Ana Mendez am79@uic.edu or DENTHR@uic.edu
4. Once steps 1-2 are completed, forward to Ana Mendez for review and determination of eligibility.

Approval and Recording Leave on Time Sheets:

- Approved U of I Temporary Coronavirus Paid Leave will have an approval letter forwarded to the Employee, Department Head and Immediate Supervisor.
- Until the approval is secured the leave should be entered excused/unpaid. Once approved the earning code can be changed to COVID 100% Sick Pay
- If an approval cannot be secured prior to payroll submission, the leave the leave will be unpaid and if later approved pay adjustment will be made.

Please do not hesitate to contact Ana Mendez with any questions you may have.