Temporary Provisions for Sick Leave Related to COVID-19

In addition to existing uses in policy, sick leave and advanced sick leave (ASL) may be used for the following purposes related to COVID-19:

- Employee’s or family member’s COVID-19 illness;
- Employee’s need to self-isolate or be quarantined if not ill or injured, if employee is unable to telework;
- Employee’s need to supervise a dependent child or dependent adult family member who requires supervision due to self-isolation, quarantine, or COVID-19-related school or daycare closure; or
- Employee is sent home from the workplace due to concerning symptoms or suspected COVID-19 exposure based on established standards, if employee is unable to telework

**Please note that the purposes listed here may initially qualify for EPSL coverage up to 80 hours. Once 80 hours of qualifying EPSL is utilized, existing accrued sick leave, advanced sick leave, or EFMLA (if the need is school/child care related) may be used if there remains a need for continued absence from work.**

Regular Faculty and Staff

Once all other accrued leave is exhausted, up to 60 days of ASL in a calendar year (prorated by FTE) may be provided to all Regular Faculty and Staff, regardless of years of service. Upon return to work, employees are required to repay ASL at the rate of one-half the rate that sick and safe leave and annual leave are earned.

Contingent I and Contingent II Staff and Student Employees

Contingent I and Contingent II staff and Student Employees who accrue sick leave may be permitted to use accrued sick leave for the purposes described above, in addition to the uses set forth in relevant policies. Although ASL is not currently available to these employees, once such an employee has exhausted any available accrued leave, they may be provided up to 12 additional days of sick leave (prorated by FTE) if they need to be absent due to a circumstance related to COVID-19 and are unable to telework. ASL is limited to the amount of days necessary to equal a total of 20 days (prorated by FTE), both accrued and advanced, during any single fiscal year.

Graduate Assistants and Adjunct Faculty

Graduate assistants and adjunct faculty who are unable to perform their duties, either in person or via telework, due to the circumstances stated above or because they have been asked to leave the premises, may be granted an excused absence without any loss of pay.

For questions regarding eligibility, to make a request, or for more information, please email leavebenefits@towson.edu.