

Revere Health employees understandably have a number of questions about our clinic's policies on temporary leave of absence related to COVID-19. Below are answers to policies that we currently have Board approval to implement. If you have additional questions that aren't answered here, direct them to your supervisor. We will update these policies as we receive further direction from Revere Health's Board of Directors.

## **TEMPORARY LEAVE OF ABSENCE GUIDELINES**

If there is a need for an employee to be absent from work due to their own serious health condition or that of a family member, Revere Health policies and protocols are as follows:

- The employee must contact their supervisor as soon as possible to make them aware of the need to be absent from work.
- If the employee's illness or need to be absent from work exceeds 3 days, the manager/supervisor must fill out the [Notice of Employee Absence form](#) on *The Pulse*.
- Once Human Resources gets the notification, they will notify the employee about whether they are eligible for FMLA or non-FMLA leave.
- Paperwork will be sent to the employee's home if necessary.

## **USE OF APL AND LONG-TERM SICK LEAVE**

For time away from work relating to an employee's serious health condition or the health condition of a family member, employees are expected to use available all-purpose leave (APL) time to cover time away from work.

The use of long-term sick leave (LTS) can only be used for an employee's serious health condition after proper documentation is received and approved, and after the elimination period has been met.

## **LONG-TERM SICK LEAVE IN RELATION TO COVID-19**

Note that to prevent the spread of COVID-19, the Centers for Disease Control and Prevention (CDC) recommends employers not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their

illness or return to work. **However, in order to be eligible to use LTS for COVID-19, you must be under quarantine (as required by the Utah Department of Health) or have a positive test result for COVID-19.** You do not need to visit the doctor for documentation.

Self-quarantine is **NOT** eligible for LTS.

## **CONTINUATION OF INSURANCE COVERAGE DURING ABSENCE**

Insurance coverage will continue during an approved FMLA or non-FMLA Leave of Absence if premiums are paid by the employee.

Payment for the employee's portion of the insurance premiums will need to be made by the employee if they do not have enough paid leave to cover the cost of their premiums.

Human Resources will work with employees on a case by case basis. It is not our intent to have anyone lose their insurance but to work with them as necessary to make sure insurance coverage will continue.

## **WORKERS' COMPENSATION COVERAGE**

Communicable diseases (e.g., flu, colds, other viruses) are not covered by Workers' Compensation. At the present time and with the information we have, Workers' Compensation will not cover COVID-19.

As any updates are available, we will keep you apprised.