

## Talent Management

### Return to Campus – Special Leave through **May 30, 2020**

- All documentation sent to departments in lieu of HR, should be forwarded to Cori Higginson: [Chigg3@lsuhsc.edu](mailto:Chigg3@lsuhsc.edu).
- Physician’s documentation must contain the language:
  - “Immunocompromised”
  - “Compromised immune system”
  - “More susceptible to COVID-19”
  - Co-morbidities do not suffice
- Special Leave provisions change this Sunday May 31, 2020. Special Leave provisions only apply if the **employee** (*not family*) has a positive COVID-19 diagnosis, or has required quarantine orders due to known exposure.
- Guidance for leadership who wish to provide written Return to Work Instructions to their staff is available via Employee Relations.
  - Drafts may be sent for HRM & Legal review to Cori Higginson: [Chigg3@lsuhsc.edu](mailto:Chigg3@lsuhsc.edu).

### Remote work after June 29, 2020 - Return to Campus

- After June 29, 2020, barring any new changes announced from the Chancellor’s office, all remote work will cease. Any requests to continue working beyond June 29, 2020, should be forwarded to HRM for evaluation by HRM/Legal/Chancellor.

## Benefits & Compensation

### COVID-19 Related Leave Usage – UPDATE

#### ✓ **Effective May 20, 2020**

- The use of Sick Leave is no longer permitted for any reason other than the employee’s illness, injury or medical, dental or optical appointment.

---

*Continued on next page*

- **Leave Scenario Guidance**

- ✓ Employee is not at work to care for himself due to a positive diagnosis of COVID-19:

- The employee uses Sick leave, then Annual leave.
- When all leave is exhausted then Special leave will be granted as necessary through May 30, 2020. When all leave is exhausted then the employee will be on Leave without Pay (LWOP).

- ✓ Employee is not at work because the employee has a high-risk immunological disorders and needs to avoid exposure to COVID-19 *(or)*

Employee is not at work to care for a spouse, domestic partner or dependent child residing in his household who has been positively diagnosed with COVID-19 *(or)*

Employee is not at work because the employee needs to care for a spouse/domestic partner, or dependent child that has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19:

- The employee uses Annual leave.
- When Annual leave is exhausted then Special leave will be granted as necessary through May 30, 2020. When all leave is exhausted then the employee will be on Leave without Pay (LWOP).

- ✓ **Effective: May 31, 2020 – December 31, 2020**

- ✓ Employee is not at work to care for himself due to a positive diagnosis of COVID-19 *(or)*

Employee is not at work because of possible exposure to COVID-19 and has been advised by a healthcare provider to self-quarantine related to COVID-19, or who is experiencing COVID-19 symptoms and is seeking medical diagnosis:

- The employee uses Sick leave, then Annual leave.
- When all leave is exhausted then Special leave will be granted for up to 15 working days. When all leave is exhausted then the employee will be on Leave without Pay (LWOP).
  - Fifteen (15) is the maximum number of COVID-19 related special leave days for the period of May 31, 2020 – December 31, 2020.

## Benefits/Payroll

- Beginning calendar tax year 2021- LSUHSC New Orleans December monthly pay date will be paid in December of current year instead of January of subsequent year. The December pay date change applies only to monthly faculty and staff employees.
  - Monthly faculty and staff employees will receive their December payroll in December instead of January. Faculty and staff employees receiving paper checks will receive their December paycheck by mail (checks will be mailed to the employee's current address on file with HRM).
  - Potential tax impact for employees during implementation year- monthly faculty and staff will receive 13 payroll checks in calendar year 2021. HSA and FSA employee contributions will be based on 12 payroll deductions instead of 11, as is currently calculated and deducted.
- ✓ Campus communication is scheduled for August 2020.

## Talent Acquisition & Operations

- Process Improvement Announcement! Electronic PER3 Termination rolled out May 15<sup>th</sup>.
- Separation e-mail no longer needed (except Gratis).
- If the terminate option does not appear, most likely the employee is Gratis or on LWOP. Contact [recruittalent@lsuhsc.edu](mailto:recruittalent@lsuhsc.edu) for assistance with employee's on LWOP.
- Future dated terms will be held until the pay period of the termination effective date.
- If there is a change in effective date or term rescission and the electronic termination was approved, please e-mail LSUHSC-NO Notification of Employee Separation distribution immediately. This will require a paper PER-3 to correct the termination record in Job Data or cancel the termination entry in Job Data.
- If we received a paper PER-3 for effective dated terms beyond June, we will be requesting that you complete them in the electronic system.