

## Employee Use of Sick Time for Covid-19 Issues

In light of the evolving Covid19 situation, parish and school staffs are wondering how to address the issue of paid sick time, especially in situations requiring quarantine. At the diocesan chancery offices, we are taking the following approach.

- 1) In the event that employees contract or experience symptoms of the virus, they should not come to work. They will use paid sick leave in the normal fashion.
- 2) If employees encounter potential exposure to the virus and require quarantine, they will use paid sick leave.
- 3) During this exceptional situation and until further notice, if an employee needs to use sick leave in excess of the paid leave they have accrued, they may nonetheless record the time as paid sick leave, recording it against future accrual. If an employee terminates employment while in such a state of “negative accrual,” the overpayment may be deducted from the employee’s final pay.

Parishes and schools are invited to consider using this same protocol, but are free to devise other approaches.