





**MEMO TO:** All Emory University Faculty and Staff

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**SUBJECT:** HR Policy Updates

**DATE:** July 14, 2020

As we continue to monitor the COVID-19 pandemic and the impact it has on our workforce, we also continue to make updates to our existing policies and programs. We have recently made some HR policy changes that we wanted to make you aware of. Please note that some of these policies apply to University staff only (not faculty).

### **Guidelines for Faculty and Staff on the Use of Face Coverings While on Emory University or Affiliate Property**

Emory University faculty and staff are required to wear face coverings as an integral part of their business, personal, or uniform attire to ensure the safety and protection of all Emory constituents while on site on an Emory University or Affiliate property. Emory will provide face coverings for those employees who are required to work on campus.

Every employee who has been approved to work on campus has agreed to observe the face covering requirement as part of the return to work expectations, and anyone who does not comply with this requirement is subject to disciplinary action.

The new face covering guidelines provide more specific details on the use of face coverings, including wearing personal face coverings and the allowance for units to require certain types of face coverings as part of a uniform. [View the face covering guidelines.](#)

## COVID-19 Emory-Paid Leave

Effective July 6, 2020, Emory will provide benefits-eligible staff members a one-time bank of up to 4 weeks of COVID-19 Emory-Paid Leave. This leave can be used if you cannot work on campus or from home because of any of the following reasons:

- You are diagnosed with the COVID-19 virus;
- You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- You have been advised by your medical provider to self-quarantine due to concerns related to COVID-19;
- You are caring for immediate family members who are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- You are caring for immediate family members who are experiencing the symptoms of COVID-19 or who have been advised by your family members' medical provider to self-quarantine due to concerns related to COVID-19.

To use this leave, you must provide documentation supporting your request. For details, please refer to <https://hr.emory.edu/eu/rewards/time-away/covid-leave.html>.

## Cap on Maximum Vacation Hours

In April, we announced that the 320 hour (40 day) maximum accrual for vacation leave would be temporarily suspended due to the COVID-19 outbreak. This temporary suspension **will end on August 31, 2020**. If you have a vacation balance that exceeds 320 hours on September 1, 2020, you will not lose these additional hours that you have accrued. However, if your balance exceeds 320 hours as of September 1, you will not accrue any new vacation hours until your balance falls below the maximum of 320 hours. Tip: Use up any excess vacation hours prior to September 1.

## Changes to Voting Policy

Emory strongly encourages all employees to exercise their right to vote. Due the difficulties many voters experienced during Georgia's recent primary election, Emory is making changes to our [Voting Policy \(Policy 4.89\)](#). The policy now allows staff to take **up to 4 hours** (changed from 2 hours) paid time for the purpose of voting in the upcoming 2020 election. Additionally, these 4 hours can be used for early voting as well as Election Day voting. If you intend to use this paid time in order to vote, please let your manager know ahead of time.

## Labor Day Holiday

Emory recently announced that classes will be held on Labor Day which has raised some questions about the holiday. For the majority of staff, there are no changes to the Labor Day Holiday. In some cases, staff

may be needed to work on the holiday to support faculty and students who are on campus. Please check with your manager to determine whether or not you will be required to work. Staff members required to work on the holiday will be paid in accordance with our policies:

- [Holidays Policy \(Policy 4.25\)](#)
- [Holiday Premium for Non-exempt Staff \(Policy 4.41\)](#)

### **Summer Flexibility Programs**

As a reminder, we have launched two voluntary summer leave programs to help you with personal needs over the summer. The [Voluntary Summer Leave Program and Voluntary Summer Reduced Hours Program](#) allow staff members, in consultation with and subject to approval by their supervisor, to reduce their work time through the end of August.

### **Remote Work to Continue**

While some faculty and staff have returned to campus for the purposes of research, many are continuing to work remotely. We anticipate that remote working will continue through **January 4, 2021**. In order to maintain as low a density on campus as possible, no one should come to work on campus until they are notified by their unit they can do so. If you have any questions about returning or coming to campus, please direct those to your manager or HR leader.

If you have any questions about any of these policy changes, please direct them to your department or school HR leader. As Emory continues to monitor the COVID-19 situation and plan for a return to campus, be sure to check the [Emory Forward website](#) for the latest community updates.