Dear CHS Faculty and Staff,

Keeping the CHS family as safe as possible is a top priority during the COVID-19 pandemic. The need to protect our families, our community and ourselves guides our decision-making. The purpose of this message is to address telecommuting and leave policy questions that may arise because most CHS employees are working remotely until further notice.

**Working remotely**
- The intention for employees working remotely during this time is to be safe by staying home and practicing social/physical distancing.
- We appreciate the hard work, creativity and best practices that employees have shown to carry out their job responsibilities from home during this time.
- Working remotely means being in the Phoenix metropolitan area during regular working hours and being able to come to campus within an hour’s notice, should a need arise.
- If asked to work on campus, employees should feel comfortable deciding whether the risk is too high for them to do so, and then connect with their supervisor to share their decision.
- Working remotely from outside of the Phoenix metro area requires special permission from the dean since the need for staff and faculty to be available and the safety guidelines continue to evolve. COVID-19 is present in every state, and ASU requirements for self-isolating and self-monitoring upon return to the Phoenix area may evolve. For reference, see ASU’s latest coronavirus announcements.

**Employee and family illness while working remotely**
- If an employee has, or suspects they have, the COVID-19 virus, if they have been asked to quarantine or self-isolate, or if they need to stay home to care for a family member who has/may have COVID-19, they will not be asked to use sick leave and regular pay will continue, per ASU FAQs.
- For illness not related to COVID-19, employees should follow the standard policies and procedures for taking sick or family leave.
- If the employee needs to leave the Phoenix metro area to take care of a sick family member, they should notify their supervisor immediately of their plans.
  - If due to COVID-19, sick leave balance will not be used; if due to other illness, work with their supervisor and HR to determine whether to use sick leave, vacation or FMLA.
  - Remote work will not be approved because the individual is caring for a sick family member and unavailable. Regardless of the type of illness, upon return home, their supervisor will work with them to determine the appropriate return to work and return to campus procedure.
- If they are on voluntary self-isolation in the Phoenix metro area and are feeling well, they may work remotely. If they are not feeling well, they should take care of themselves and notify their supervisor that they cannot be available. As noted above, the type of illness determines whether their sick leave should be used.
**Vacation time and remote work:** Applies to benefits-eligible staff and fiscal-year faculty only.

- As always, employee requests for vacation leave are approved at the discretion of their supervisor based on operational needs and must be discussed in advance.
- Supervisors have the ability to approve vacation requests for a staff member to remain local.
- **No vacation leave for out-of-state travel will be approved** until further notice unless there is an emergency; employees must communicate with their supervisor in case of such an emergency.
- If an employee must travel, upon return home, their supervisor will work with them to determine the appropriate return to work and return to campus procedure.
- Note that the CDC has currently issued a domestic travel advisory for New York, New Jersey and Connecticut as well as considerations before deciding to travel. These travel guidelines may change at any time.

The latest ASU updates on the Novel Coronavirus and ASU FAQs are available from the ASU homepage. ASU’s current pandemic pay and leave practices meet or exceed the requirements of the recent Families First Coronavirus Response Act.

Please refer to these policies for additional information:
- SPP 306: Work Schedules
- ASU Telecommuting Guidelines and Considerations
- Telecommuting and Flex Schedules for CHS Staff
- SPP 701-01: Sick Leave policy
- SPP 702-01: Vacation Leave policy

Please contact me with any questions or any needs that you have in this or other areas of CHS Business Solutions.

Thank you,

Lynne

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