

Dear Colleagues,

Our university is committed to limiting the impact of the Coronavirus (COVID-19) and keeping our students, faculty, and staff safe. Classes are continuing through remote instruction. Critical work will continue to be done on campus, such as residential housing support, remote instruction support, IT, public safety, and some administrative services. However, unless specifically directed by their supervisor, **EMPLOYEES SHOULD NOT REPORT TO CAMPUS.**

Based on guidance from Governor McMaster, beginning March 23, 2020, and until the university resumes normal operation, or until further notice, supervisors will allow employees to work remotely to the extent possible. Every effort will be made to assign remote work to employees, including temporary employees, and work may be assigned on a part-time or full-time basis. Employees may feel free to suggest work opportunities to their supervisor. Please refer to the Temporary and Remote Telecommuting/Remote Employment Guidelines [insert link to document] for additional information.

On Monday, March 23, 2020, employees may come to campus to retrieve work-related or personal items between 10:00 a.m. and 3:00 p.m. During this time, employees are expected to be on campus only long enough to retrieve items and should not remain for an extended period of time. While on campus, employees must practice social distancing. Employees are prohibited from bringing children to work either during this item retrieval period on March 23, 2020, or at any time during the COVID-19 event.

Regardless of whether employees are continuing to work, timesheets and leave reports are required to be submitted according to the submission deadlines on Wingspan.

According to state guidelines, unless the governor allows leave with pay associated with emergency closures of state institutions, employees must use available leave or take leave without pay for related absences. At this time, the governor has not allowed leave with pay for this COVID-19 event. Based on this, please refer to the information below regarding time reporting. If at a later date the governor determines that leave with pay can be provided for all, or a portion of the time, employees would be reimbursed for leave used.

All leave-eligible employees must submit timesheets or leave reports in the regular manner and according to the deadlines for reporting on Wingspan.

- Employees who submit timesheets should report time not worked as a result of the campus closure and the social distancing directive as either sick or annual leave, compensatory time taken (if available), or leave without pay. The pay that employees who submit timesheets receive on April 1, 2020, will be for work performed March 1 – March 15, so the university closure will not be a factor.

- Employees who submit leave reports should report time not worked as a result of the campus closure or social distancing directive as either annual or sick leave. The pay that employees who submit leave reports receive on April 1, 2020, will be for work performed March 16 – March 31, so the university closure may be a factor.
- During the COVID 19 event **all leave earning employees are authorized to use available sick leave to cover time not worked.**

Leave-eligible employees who do not have available sick or annual leave may be advanced up to 15 days of sick leave. Employees may request an advance of sick leave using the Sick Leave Advancement Request form [\[link to form\]](#). Documentation from a licensed health care provider will not be required for advancement of sick leave directly connected to the COVID-19 event. All advanced leave will be repaid as the employee earns future sick leave. Employees may view their available leave balances on the Employee Detail tab on Wingspan.

Faculty, including adjuncts, will continue to receive their regular pay.

Temporary employees who submit timesheets and who work during the time the university is closed should submit timesheets in the normal manner, reporting only time worked.

Temporary employees are not eligible for leave with pay for absences from work. Temporary employees may be eligible for unemployment benefits through the South Carolina Department of Employment and Workforce. We strongly recommend that temporary employees contact SCDEW for additional information.

Salaried temporary employees will continue to be paid as normal, as long as they are continuing to work or will be allowed by their supervisor to make up the time spent not working at a later date.

Check the university's COVID-19 page [\[link to page\]](#) for additional tips on how to stay healthy.

Employment-related questions may be directed to HRHelp@winthrop.edu.