

## Boston University Human Resources

**TO:** Faculty & Staff

**FROM:** Amanda Bailey, Vice President for Human Resources

**DATE:** March 23, 2022

**SUBJECT:** Update on COVID-19 Paid Absence

Dear Colleagues:

As you know, all staff have remained eligible for COVID-19 Paid Absence leave that was established in June 2020. I am writing to share an update that this leave will remain in effect for your use. As a follow up to President Brown's announcement at today's Management Team Meeting, COVID-19 Paid Absence leave will remain available for your use when you are unable to work or experience a COVID-19 related disruption that requires you to care for immediate family members. In consideration of evolving public health guidelines to reduce days for both quarantine and isolation from 10 days to 5 days, COVID-19 Paid Absence balances will be replenished to 40 hours effective April 1, 2022. If your Paid Absence balance on March 30 is over 40 hours, it will not be reduced.

COVID-19 Paid Absence (CPA) days will continue to be offered in addition to your sick and vacation leave.

Continuation of COVID-19 Paid Absence leave will be reviewed prior to the start of the Fall semester.

In some situations, up to 5 additional days of COVID-19 Special Pay will be provided to staff who are directed by University health officials to self-quarantine due to contact with a person suspected of being ill with COVID-19 and when work cannot be done remotely.

The questions below serve as a reminder regarding the use of COVID-19 Absence leave.

### **Am I Eligible for a COVID-19 Paid Absence (CPA)?**

You are eligible if you are a regular, non-temporary Boston University staff member AND you meet the following criteria:

- you are ill with COVID-19 or COVID-19 symptoms; or
- you are caring for a family member with COVID-19

### **How Do I Request COVID-19 Paid Absence Leave (CPA)?**

Most staff members can request COVID-19 Paid Absence for up to 5 work days in the same way that you would request Sick or Vacation absences via [Employee Self Service \(ESS\)](#). If needed, you can access instructions [here](#).

### **What happens if I use all my COVID-19 Paid Absence Leave (CPA)?**

If you have used all 5 COVID-19 Paid Absence leave days, you are eligible to use other paid time off that is currently available to you.

**If you do not enter your time directly via ESS, please contact your supervisor to:**

- request this leave; and
- request any changes to previously approved time off

### **Where can I access more information?**

Access more information through the [HR webpage](#) or contact the HR Service Center at [hr@bu.edu](mailto:hr@bu.edu) or 617-353-2380.

Sincerely,

Amanda Bailey  
Vice President for Human Resources

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