

**GENERAL GUIDANCE: Requests for Leave/Accommodation
Workforce Discussion with Leaders**

Ref #	Request Type	Lurie Children’s HR Response to Leaders	PAY CODE
1.	Employee is COVID -19 POSITIVE	<p>Employee should stay home, or be sent home from work, and referred to COVID Hotline 7-5300.</p> <p>Employee should contact IPMG to apply for Short Term Disability benefits www.insight-online.com OR leave a message at 877-737-0032.</p> <p>Leader should reference Healthcare Worker COVID Symptoms and Exposure Workflow.</p> <p>If employee can work remotely, he/she should continue to do so and will receive his/her regular pay.</p>	<ul style="list-style-type: none"> • If exposure is determined by Employee Health to be work-related, employee will be eligible for workers’ compensation. • If not workers’ compensation, eligible employee to receive Short Term Disability (STD) (STD available if 0.5FTE or above and first of the month following 180 days of employment). [If employee has grandfathered EIB bank, EIB must be used first.] <ul style="list-style-type: none"> ○ STD waiting period is waived. FMLA will run concurrently if employee is eligible. <i>Coded by IPMG Leave Case Manager.</i> ○ Employee may supplement with Paid Sick Leave (PSL) and/or PTO. • If not eligible for STD (or EIB), employee to receive PSL, if available. (PSL available after 90 days of employment). <i>Coded by Leader.</i> • If not eligible for STD or PSL, employee to receive PTO, if available. <i>Coded by Leader.</i>
2.	Employee is having symptoms of COVID-19	<p>Employee should stay home and follow regular call-in procedures or be sent home from work.</p> <p>Employee should call COVID Hotline 7-5300.</p>	Employee Leave/Pay dependent on results of COVID testing. See 1 or 3.


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3.	Employee is sick unrelated to COVID-19 or they test negative for COVID-19	<p>Employees should not come to work sick.</p> <p>Employee should work with Leader to follow normal call-in and Leave procedures, if applicable.</p>	<p>FMLA determination made by Employee Health. Based on determination, employee may be paid during FMLA in the following ways:</p> <ul style="list-style-type: none"> • Paid Sick Leave, if available • PTO, if available (if not available, code as PTO-U) • Short Term Disability, if eligible
4.	Employee has been exposed to someone with COVID-19 at work, but has no symptoms	Employee Health and Infection Prevention and Control will work with Employee Health on exposure and notify impacted employees per normal protocol.	Employee should report to work and will receive regular pay
5.	Employee has been exposed to someone with COVID-19 outside of work and is displaying symptoms	<p>Employee should stay home and follow regular call-in procedures or be sent home from work.</p> <p>Employee should call COVID Hotline 7-5300.</p>	Employee Leave/Pay dependent on results of COVID testing. See 1 or 3.
6.	Employee exposed to someone with COVID-19 outside of work whom they do not live with, but does not have any symptoms	<p>Employee should stay home and follow regular call-in procedures or be sent home from work.</p> <p>Employee should call COVID Hotline 7-5300.</p>	<p>FMLA determination made by Employee Health. Based on determination, employee may be paid during FMLA or non FMLA in the following ways:</p> <ul style="list-style-type: none"> • Paid Sick Leave, if available. <i>Coded by leader</i> • PTO, if available <ul style="list-style-type: none"> ➤ Employee may borrow from PTO through June 1st, 2021 with a capped balance of negative 40 hours. <i>Coded by leader.</i> • Employee may choose to take time unpaid and will be responsible for paying any missed insurance

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			<p>premiums during unpaid leave. <i>Leader codes time as UNPAID.</i></p> <ul style="list-style-type: none"> ○ Leaders should consult with HR on unpaid time for exempt employees
7.	<p>Employee is the caretaker for a sick child/parent/other family member - unrelated to COVID-19 or they test negative for COVID-19</p>	<p>Employee should work with Leader to follow normal call-in and Leave procedures, if necessary.</p>	<p>FMLA determination made by Employee Health. Based on determination, employee may be paid during FMLA in the following ways:</p> <ul style="list-style-type: none"> ● Paid Sick Leave, if available ● PTO, if available
8.	<p>Employee has a household contact that is positive for COVID-19</p>	<p>Employee should stay home and follow regular call-in procedures or be sent home from work.</p> <p>Employee should call COVID Hotline 7-5300.</p>	<p>FMLA determination made by Employee Health. Based on determination, employee may be paid during FMLA or non FMLA in the following ways:</p> <ul style="list-style-type: none"> ● Paid Sick Leave, if available. <i>Coded by leader</i> ● PTO, if available <ul style="list-style-type: none"> ➤ Employee may borrow from PTO through June 1st, 2021 with a capped balance of negative 40 hours. <i>Coded by leader.</i> ● Employee may choose to take time unpaid and will be responsible for paying any missed insurance premiums during unpaid leave. <i>Leader codes time as UNPAID.</i> <ul style="list-style-type: none"> ○ Leaders should consult with HR on unpaid time for exempt employees

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9.	Employee has underlying medical condition not related to COVID-19 or pregnancy, and employee’s physician has concerns about onsite work environment.	<p>Employee should be allowed to work from home if position supports this and follow Telecommuting Guidelines.</p>  <p>Telecommuting Guidelines and Agre</p> <p>If role does not support work from home, employee should follow regular leave request procedures.</p>	<p>Regular pay if working from home.</p> <p>If not able to work from home, FMLA determination made by Employee Health. Based on determination, employee may be paid during FMLA in the following ways:</p> <ul style="list-style-type: none"> • Paid Sick Leave, if available • PTO, if available • Short Term Disability, if eligible
10.	Employee does not have childcare.	<p>Employee can request time off work from their leadership.</p> <p>Remind your employees of the Childcare Resources that have been shared in the various communications.</p>	<ul style="list-style-type: none"> • PSL, if available • PTO, if available
11.	Employee does not feel safe in role, but does not have a specific medical condition and cannot work remotely	<p>Emphasize guidance about best practices to keep yourself safe, and what we are doing to keep healthcare workers safe in our facilities.</p> <p>Determine if you can adjust your employee’s workflows or determine whether they are able to work remotely. Follow Temporary Telecommuting Guidelines if they can work from home. Otherwise, employee is required to be at work.</p>	<ul style="list-style-type: none"> • PTO-U <p>If the employee refuses to come to work, please work with your HR Consultant on further guidance</p>
12.	Employee traveled to restricted State or Country	Refer to City of Chicago website for updates on restrictions.	<ul style="list-style-type: none"> • Employee must quarantine for 14 days – Pay Code PSL if available or U-PTO <ul style="list-style-type: none"> ○ Healthcare workers can return on day 8 after tested if ALL the below are true: <ol style="list-style-type: none"> 1. They had NO known exposure in that state

UPDATED November 5, 2020 (SUBJECT TO CHANGE)

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			<ol style="list-style-type: none">2. They are asymptomatic3. They test negative on day 5-7 from date of return. <ul style="list-style-type: none">• With manager's approval and if job allows, employee can work remotely during quarantine period if they have been previously approved remote access and work Pay Code – Regular Pay <p>Employees will not be tested at Lurie and are responsible for testing on their own. Results must be reported to Employee Health.</p>

Questions about this document? employeehealth@luriechildrens.org or HRBConsulting@luriechildrens.org