

The University of Alabama in Huntsville General Remote Work Guidance

The general remote guidelines are provided to allow employees to work remotely in specific COVID-related circumstances. All remote work arrangements are expected to be temporary, based on the specific needs of the employee. The employee may be required to provide documentation supporting the request for remote work, including positive test results, direction to quarantine or isolate, notice of school closure, etc. In each case, the employee is expected to return to normal duties at their assigned work location as soon as practicable after they are cleared by the UAH Faculty and Staff Clinic to return to work.

Close Contact Exposure (potential or known)

Employees should report suspected or known COVID exposure to the UAH Faculty and Staff Clinic. Pending completion of testing or other actions determined by the Clinic, the employee may be allowed to work remotely, if the department determines it is feasible. If remote work is not feasible, the employee may use leave time until cleared to return to work by the Clinic. If sufficient accrued leave is not available to cover the quarantine period, the employee may use unpaid leave.

Symptomatic Employees

Employees should report possible COVID symptoms to the UAH Faculty and Staff Clinic. Pending completion of testing or other actions determined by the Clinic, the employee may be allowed to work remotely, if the department determines it is feasible and employee is able and wishes to do so. If remote work is not feasible or the employee is not able or does not wish to perform their duties remotely, the employee may use leave time until cleared to return to work. If sufficient accrued leave is not available to cover the quarantine period, the employee may use unpaid leave.

COVID Positive/Isolating Employees

Employees testing positive for COVID through the UAH Faculty and Staff Clinic or through external testing, or who have been directed or advised by the Clinic or a medical professional to isolate, may be allowed to work remotely, if the department determines it is feasible and the employee is able and wishes to do so, until the Clinic clears the employee to return to work. If remote work is not feasible or the employee is not able to perform their duties, the employee may use accrued leave until cleared to return to work the Clinic. The employee may also apply for FMLA leave, and, if approved, the use of accrued leave during the quarantine period would run concurrently with FMLA leave. If sufficient accrued leave is not available to cover the quarantine period, the employee may use unpaid leave.

Quarantine of Immediate Family Member/Closure of School or Other Care Facility Due to COVID

If a member of the employee's immediate family (parent, spouse, child) for whom the employee is the primary caregiver, is advised or directed to quarantine by a medical professional, public health authority, or the management of a school or care facility utilized by the immediate family member, and the employee is required to stay at home to care for the affected family member, the employee may be allowed to work remotely if the department determines that it is feasible. The employee is expected to return to work as soon as the employee's immediate family member is cleared to return to work or

school. If remote work is not feasible, the employee may use accrued leave to care for the immediate family member. The employee may also apply for FMLA leave, and, if approved, the use of accrued leave during the quarantine period would run concurrently with FMLA leave. If sufficient accrued leave is not available to cover the quarantine period, the employee may use unpaid leave.