

COVID-19 Sick Leave Frequently Asked Questions

The provisions of the Federal CARES Act related to emergency COVID-19 leave expired on December 31, 2020.

The Board of Regents/State of South Dakota offers up to 80 hours COVID-19 Sick leave to leave accruing employees after January 1, 2021.

1. How many COVID-19 Sick Leave hours do full-time employees receive?
 - a. 80 hours (see question #3 and #4)

2. How do I qualify to use the leave, and how do I request approval?
 - a. You must have tested positive for COVID-19. Quarantines for possible exposure, apart from a positive test result, do not qualify. Report your positive test to the COVID19 task force:
<https://www.usd.edu/covid19/testing-and-self-reporting>
After reporting a positive test, Human Resources will review your report to determine if you qualify for the leave. Human Resources will email you about whether you qualify for the leave, and give you instructions for recording the leave on your timesheet in the appropriate category.
 - b. If you are ordered to quarantine, but did not test positive, only accrued sick or annual leave, or leave without pay may be used. Your Vice President may also authorize remote work if appropriate.

3. How many COVID-19 Sick Leave hours do part-time employees receive?
 - a. The maximum leave hours available is pro-rated down from 80 based on the average number of hours the employee works per week.

4. I already used all or part of the COVID-19 emergency sick leave and/or COVID Family Leave that was available prior to December 31, 2020 under the CARES Act. Am I eligible for additional COVID-19 Sick leave from the State/Board of Regents?
 - a. You are only eligible for up to 80 hours of all types of leave combined. The maximum for part-time workers is prorated based on the average number of hours/week they work.

5. Is there any emergency COVID-19 leave available to care for an immediate family member who is isolated or quarantined?

a. NO. As of January 1, 2021, the only paid leave available to care for immediate family is the employee's accrued Sick Leave – Care for Family, Compensatory Time or Annual Leave. Employees may also request leave without pay. You may also qualify for Family Medical Leave, contact Human Resources for more information.

6. Are student workers or temporary, non-leave accruing employees eligible for this COVID-19 Sick leave?

a. As of January 1, 2021, they are not eligible for the leave.

7. If an employee can work remotely, can the employee still receive COVID-19 Sick Leave?

a. YES, if an employee tested positive, they would qualify to use the leave for any hours they are not able to work remotely.

8. Can COVID-19 Sick Leave be used on an intermittent schedule?

a. YES. For example, a full time employee with a positive COVID-19 test is still able to work 20 hours/week. They may use this leave for the remaining hours.

9. Are leave accruing employees eligible for COVID-19 Sick Leave, regardless of how long they have worked for the institution?

a. YES

10. Does COVID-19 Sick Leave count against an employee's existing sick, vacation or comp leave balances?

a. NO

11. When may an employee return to on-site work?

a. When they have been released from isolation by a health care professional or health care official.