

**From:** [libnews-l-request@lists.illinois.edu](mailto:libnews-l-request@lists.illinois.edu) on behalf of [Laskowski, Mary](#)  
**To:** [libnews-l@lists.illinois.edu](mailto:libnews-l@lists.illinois.edu)  
**Subject:** reminder regarding COVID-19 Paid Administrative Leave  
**Date:** Thursday, September 8, 2022 11:57:41 AM  
**Attachments:** [image001.png](#)

---

Good morning all,

With the start of a new semester I wanted to share again some information about COVID-19 Paid Administrative Leave:

## COVID-19 Paid Administrative Leave

As of April 5, 2022, the Employee Emergency Paid Sick Leave has been replaced with "COVID-19 Paid Administrative Leave" and the criteria for eligibility has changed as well as what is covered when an employee receives the vaccination and/or booster.

After receiving notification of a positive COVID-19 test and being instructed to isolate, an employee needs to know the following information:

### **Notice of leave request**

Employees are required to follow their college/unit notice procedures regarding sick leave for their anticipated isolation period. **(Employees do not need to disclose to their supervisor they have tested positive for COVID unless they wish to do so.)**

### **Apply for Paid Administrative Leave**

To indicate intent and request to use COVID-19 Paid Administrative Leave, please email [yoskye@illinois.edu](mailto:yoskye@illinois.edu) with the subject line "COVID LEAVE". Employees will need to request the Employee Certification Form and submit it to the Library Human Resources (HR) office at that same email. Employees will be provided information about the possibility of receiving **compensation** for the work time that will be missed due to isolation. Employees will certify and affirm their inability to work or telework due to a qualifying reason. If an employee is found to have falsified the need for leave, the employee may be denied the leave and/or may be subject to disciplinary action up to and including termination.

- Positive test result obtained from non-PCR test will need to be reviewed with the employee and HR. A conversation will include questions to confirm:
  - Type of test used
  - First day of confirmation of positive result

- Whether the employee is able to upload the test result to the McKinley Health portal
  - Path of options splits here and will be discussed with the employee and HR

### **Eligibility**

COVID-19 Paid Administrative Leave requires that employees have their proof of vaccination status or evidence of a granted accommodation and full compliance with any testing requirements, including testing and/or masking on file with the university.

To be eligible for COVID-19 Paid Administrative Leave, \*employees must be

- Fully vaccinated with an approved COVID-19 vaccine OR
- have an approved medical or religious COVID-19 vaccination accommodation with the

University at the time of leave (and be fully compliant with all requirements of that

accommodation including testing and/or masking), **AND**

- be unable to work or telework for qualifying reasons.

\*Eligible employees may include faculty, civil service staff, as well as graduate assistants, extra help, graduate/academic hourly, and student employees.

### **Vaccine or Boosters**

Obtaining an FDA approved COVID-19 vaccine dose or booster is designated as an approved event for non-exempt employees. Employees may be excused for up to two hours, without having to charge a benefit, operations permitting and with prior supervisory approval, when absenting themselves for the purpose of receiving a COVID-19 vaccine dose or booster.

Upon receiving the vaccine doses required for being fully vaccinated, employees should

upload their Vaccination Record Card to the McKinley Patient Portal. Here are the instructions on how to upload your COVID-19 Vaccination Record Card:

1. Log into the MyMcKinley Portal: <https://mymckinley.illinois.edu/>
2. Click on the “Forms” button in the menu header.
3. Choose “COVID-19 Vaccine Record Consent.”
4. Read and complete the form.

5. Upload a photo of your completed COVID-19 Vaccination Record Card. (A cell phone image is fine.)
6. Click submit.
7. When submission is complete, you will see the message: "Thank you for your submission"

### **Side Effects from the vaccine or the booster**

Beginning April 5, 2022, employees need to use their own accrued sick leave or other appropriate leave for time needed for recovery from any side effects of a COVID-19 vaccine dose or booster.

### **Student Employees**

Student Employees should contact their supervisor letting them know they are unable to work their assigned shifts (they do not need to disclose they have tested positive for COVID-19 unless they wish to). Students should always communicate with supervisors about making up missed work.

- If a student tests positive via an **on-campus test**: The University provides an electronic notification to the student's hiring unit HR contact, in a manner that complies with privacy laws. Library Human Resources will email the student regarding the possibility of receiving compensation for the work time that will be missed due to isolation
- If a student tests positive via an **at-home rapid test**: Library Human Resources will ask the student to provide a verified absence letter from the Office of the Dean of Students. Students can [submit requests via this website](#) after they have returned to onsite activities following their absence.

### **Reporting Paid Administrative Leave**

- Bi-weekly Time Reporting
  - Return completed application to [yoskye@illinois.edu](mailto:yoskye@illinois.edu)
  - On the timesheet, select "Other Paid Leave"
- VSL Reporting Portal
  - Return completed application to [yoskye@illinois.edu](mailto:yoskye@illinois.edu)
  - In the reporting Portal select the correct leave code:
    - E5 - COVID Isolation
    - E8 - COVID Child Care

Hope everyone has a great fall semester,  
Mary

**MARY S. LASKOWSKI**

*Professor, University Library*

*Associate University Librarian for Fulfillment*

*Acting Associate Dean for Academic Affairs*

*Head, Collection Management Services*

University Library

University of Illinois At Urbana-Champaign

1408 W. Gregory Drive

11 Library, MC-522

Urbana, IL 61801

217.244.3771 | [mkschnei@illinois.edu](mailto:mkschnei@illinois.edu)



*Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.*