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**To:** ["LIBNEWS-L@LISTSERV.ILLINOIS.EDU"](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU) (LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** Weekly Update #55: COVID-19 Paid Administrative Leave  
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## [COVID-19 Paid Administrative Leave](#)

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. To indicate intent and request to use COVID-19 Paid Administrative Leave, please email [libraryhr@library.illinois.edu](mailto:libraryhr@library.illinois.edu). Employees will need to request the Employee Certification Form and submit it to Library Human Resources (HR) office at that same email.

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.

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

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, hourly, and student employees.*

Obtaining an FDA approved COVID-19 vaccine dose or booster

- The appointment 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 in accordance with UIC, UIUC, or UIS guidelines and/or procedures.
- 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

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