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. 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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