MEMORANDUM

TO: All URI State Payroll Faculty and Staff

FROM: Laura Kenerson, Director of Personnel Services

DATE: April 2, 2021

SUBJECT: COVID-19 WORKPLACE EXPOSURE REPORTING – ADMINISTRATIVE LEAVE

The purpose of this communication is to clarify the process for reporting absences due to workplace exposure to COVID-19. The August 7, 2020 revised COVID-19 policy issued by the RI State Department of Administration states, in part, “Employees out of work due to a mandatory quarantine period as a result of traveling on work-related business or due to a work-related exposure are eligible for paid administrative leave.”

The determination of whether an employee’s quarantine is a result of workplace exposure is made through the contact-tracing process administered and documented by the RI Department of Health (RIDOH). Here at URI, this process is shared with specific delegated personnel in Health Services who work in collaboration with RIDOH for COVID-19 reporting requirements.

With the expiration of the FFCRA legislation and policy on December 31, 2020, employees who are required to quarantine as a result of non-work related exposure must use their own available leave accruals (or LWOP if appropriate) to cover their absence.

Any employee who discharged his/her own leave accruals to cover a work-related quarantine since January 1, 2021 should contact Laura Kenerson (874-5271 or lkenerson@uri.edu) or Hope Parente (874-2414 or hparente-mansur@uri.edu) for more information. Thank you.

Cc: Payroll Office