

PANDEMIC LIBERAL LEAVE POLICY

During an officially-declared pandemic or other public health emergency, local governmental authorities may order widespread K-12 school closures. In addition, local public transportation or other public services may be disrupted, making it difficult for employees to get to work.

In such a situation, and depending on the nature of the community disruption, the Vice President for Finance or his designee may declare a policy of Liberal Leave. If Liberal Leave is declared, non-essential employees who fail to report to work, who report late, or who leave early because they need to care for family members as a result of school closures, and/or those who are unable to get to work due to disruption of public transportation or other public services shall be excused without the need to obtain the approval of their supervisor in advance. Such excused absence must be charged to vacation leave. Employees who do not have any accrued vacation leave, will be advanced leave, as necessary, up to the amount of leave they are able to earn in the current fiscal year.

Employees may not use sick leave for a liberal leave absence unless the absence meets the criteria for sick leave in under Goucher's FMLA or Flexible Leave policies (i.e., illness or disability of the employee; death, illness or disability of a member of the employee's immediate family; following the birth of the employee's child; when a child is placed with the employee for adoption; or for a medical appointment of the employee or a member of the employee's immediate family). See policies for more specific details.

Employees shall report their absence and use of liberal leave to their supervisors as soon as possible.

Liberal leave determinations do not apply to essential employees. Essential employees are required to report for work when liberal leave is declared, unless they are specifically excused by their supervisors.