The UNO Department of Human Resources has provided the following list of frequently asked questions from UNO faculty and staff about work-related issues due to the university's COVID-19 response.

**Will the 160 hours of Administrative Leave be extended into 2021?**

Given the ongoing uncertainties related to the pandemic, the emergency administrative leave policy has been extended through June 30, 2021. The emergency leave pool will remain at 160 hours; in other words, if you have already used a portion of the leave, your remaining “balance” will simply carry over into 2021.

**Will employees get paid if a department shuts down due to COVID-19 and there is no work to do from home?**

Managers are encouraged to work with employees to explore all possibilities for campus or remote working options. This could include a temporary assignment to work in another UNO area. If no remote or campus work option is possible, employees may use up to 160 hours of the Administrative Leave. Additional paid leave may be used per UNO’s current paid leave policies.

**If an employee is out sick for a couple of days, do they need to provide a return to work note from their doctor?**

Employees should follow the regular sick leave policies and procedures for any illnesses or symptoms not related to COVID-19.

**Does an employee need a doctor’s note, if they would like to work from home due to a medical condition that puts them at increased risk for COVID-19?**
While the campus is in de-densified mode, employees are encouraged to speak with their supervisor to determine if work from home is a viable option. They also may contact kristinahoffmann@unomaha.edu for ADA accommodation information.

Who can managers contact for information related to temporary or permanent changes in workforce needs due to COVID-19?

UNO’s Staffing and Compensation areas are available to assist managers and departments with questions related to workforce changes.

Can an employee work from home 4 hours and use 4 hours of the Administrative Leave?

If there is not sufficient work to complete while working from home, the employee may either flex their schedule then return to the office and work or the employee with supervisor approval may request to use accrued vacation or floating holiday time. Employees should work closely with their supervisor to identify projects to be completed from home. However, if the department is closed, then the Administrative Leave can be used up to the employee’s FTE.

Will an employee need a doctor’s release to return to work if they are sick or quarantined due to the COVID-19 virus?

Yes. For your safety, and that of entire UNO community, you will be required submit a release via the UNO Behavioral Review Team Reporting Form and your supervisor before you can return to work.

What are the options for employees who are pregnant and have concerns related to the COVID-19 virus?

All employees should discuss remote work options with their supervisor. Please contact escarpello@unomaha.edu for specific information related to individual FMLA situations or kristinahoffmann@unomaha.edu for ADA accommodation information.

Can employees donate some of their vacation leave to the Crisis Leave bank?

Yes, employees may donate up to 5 days (40 hours) of accrued Vacation Leave to the Crisis Leave bank. Vacation leave is still capped at 280 hours and only hours that have been accrued may be donated. Employees must complete and submit the Crisis Leave Donation form to their supervisor for approval. (Form link: unomaha.edu/campus-policies/_docs/crisis-leave-donation.pdf )

If an event, for example at Baxter Arena, is cancelled can Administrative Leave be used?

Yes, if the employee was scheduled to work and could not perform that work Administrative Leave can be used. (If the employee was not scheduled to work Admin Leave should not be used.)

If the building is closed, for example H&K, and no work is available is Administrative Leave used?

Yes, if there are no available special projects, work redeployment assignments, or work from home options available.
Guidance for Federal Work Study Students

Federal Work Study students should follow the information provided from the Office of Financial Support and Scholarship.