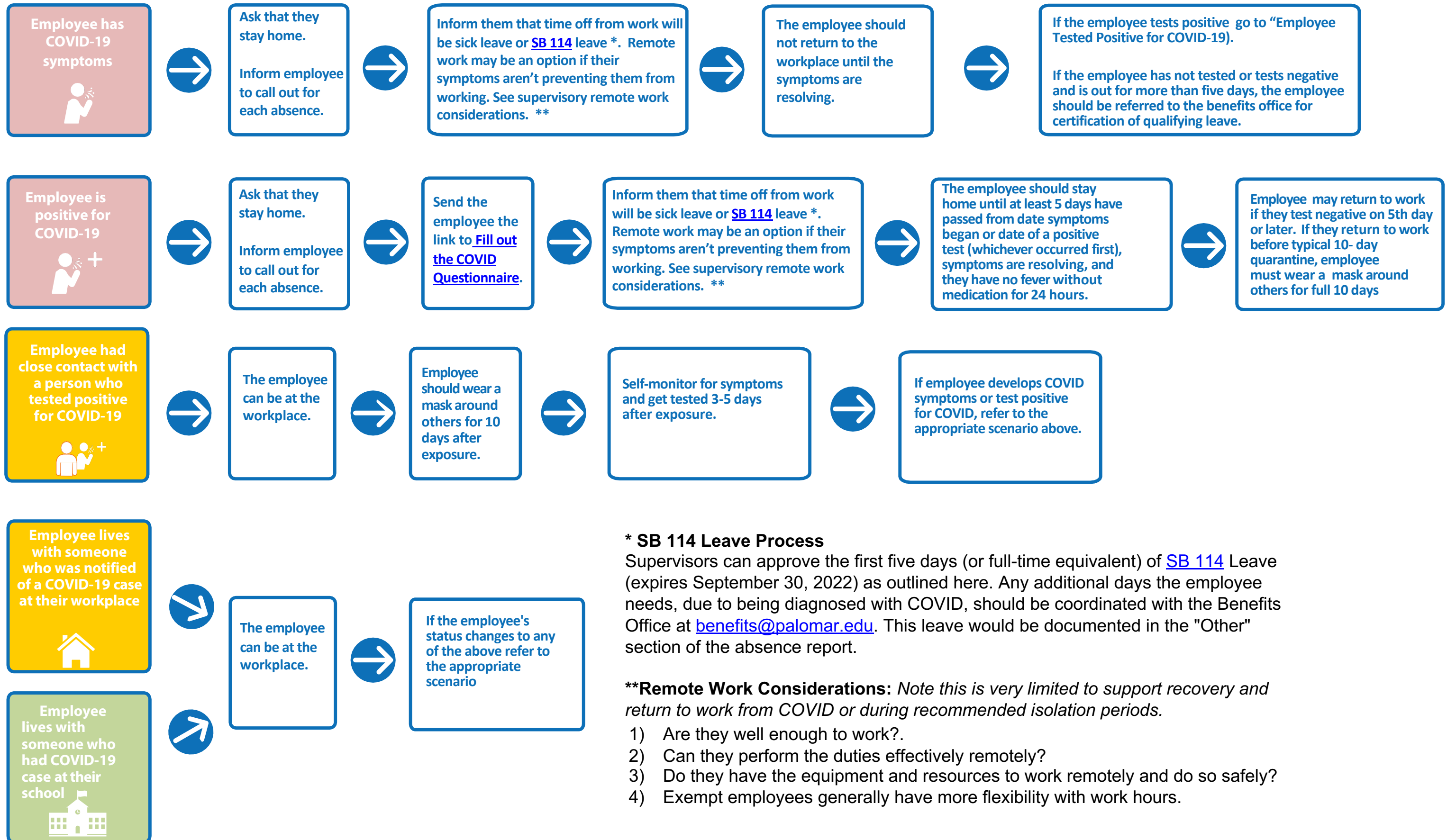


COVID-19 scenarios: Supervisor's Role



* SB 114 Leave Process

Supervisors can approve the first five days (or full-time equivalent) of [SB 114](#) Leave (expires September 30, 2022) as outlined here. Any additional days the employee needs, due to being diagnosed with COVID, should be coordinated with the Benefits Office at benefits@palomar.edu. This leave would be documented in the "Other" section of the absence report.

****Remote Work Considerations:** *Note this is very limited to support recovery and return to work from COVID or during recommended isolation periods.*

- 1) Are they well enough to work?.
- 2) Can they perform the duties effectively remotely?
- 3) Do they have the equipment and resources to work remotely and do so safely?
- 4) Exempt employees generally have more flexibility with work hours.

*Employees who have recovered from COVID within 90 days of exposure are not required to test.