

As Baker College employees continue to move through unprecedented times with the COVID-19 pandemic, your dedication and willingness to fulfill the College's mission is appreciated. Our goal is to continue to deliver high quality education to our students, while protecting the well-being of all faculty, staff, and students. We have begun to plan for Baker College campuses to reopen and allow our employees to resume campus-based work, in accordance with Executive Orders and applicable law that may be effective at that time. We expect that some employees may have questions regarding their ability to return to work, in light of the pandemic and recent federal legislation.

We want to take this opportunity to advise our employees that Baker College is not considered a "Covered Employer" under the Families First Coronavirus Response Act and, as such, our employees are not eligible for paid leave for the reasons described in that law.

However, Baker College has implemented a temporary, COVID-19 Leave Policy. We want to make sure all employees understand what policies and procedures will govern in the event employees cannot return to work for a COVID-19 related reason, which are as follows:

1. The employee has been advised by a health care provider to self-quarantine due to COVID-19;
2. The employee is experiencing COVID-19 symptoms and/or has been diagnosed with COVID-19;
3. The employee has come in close contact, as defined by the CDC, with an individual who is experiencing COVID-19 symptoms and/or has been diagnosed with COVID-19;
4. The employee needs to care for an individual who has been quarantined due to COVID-19;
5. The employee needs to care for a child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons and no other appropriate child care is available for the child.

If the employee is unable to work for one of the above reasons, the employee will be required to apply available PTO to the first 40 hours of leave (if applicable and such time is available for the employee's use). If the employee's absence is related to the employee's own COVID-19 related illness (i.e., reasons 1, 2 or 3 above) , after 40 hours of PTO, or available PTO is exhausted (which ever occurs first) the employee will be

eligible to use available CAT time for any continued period of leave. If the employee's CAT time is exhausted and the employee still needs an additional period of leave, the employee shall be required to use any remaining PTO for additional time off. If the employee does not have enough PTO to cover the requested additional time off, any approved leave from that point forward will be unpaid.

If an employee requests leave under this policy for a reason other than his or her own illness (i.e., reasons 4 and 5 above), then the employee must use available PTO to cover the leave. If the employee does not have enough available PTO to cover the requested period, then any time off following the exhaustion of the available PTO shall be, subject to Baker College's approval, unpaid.

To be clear: in all circumstances under this Policy employees must first exhaust available PTO before an unpaid leave of absence is granted. Baker College retains the right in all cases to grant or deny a leave of absence or any extension of that leave.

In addition, employees who may not have PTO or CAT time under Baker College's policies but are eligible for leave under Michigan's Paid Medical Leave Act may use such time for the aforementioned COVID-19 related reasons.

Baker College cannot guarantee any specific period of leave for employees. Leave requests will be analyzed on case-by-case basis, after the leave request form is received. In some cases, employees may be entitled to a different form of leave such as pursuant to the Family and Medical Leave Act and/or as a reasonable accommodation under the Americans with Disabilities Act. Please note that, as with any request for a leave of absence or any request to extend a leave of absence, Human Resources may require specific information or additional documentation from you to substantiate the need for COVID-19 related leave.

Employees who do not appear for work, as scheduled, and who have not submitted a leave request (or a request to extend a leave of absence) by the time of their scheduled shift, shall be disciplined in accordance to Baker College's policies and practices and subject to termination. Although some circumstances may not allow for advance notice (such as suddenly becoming symptomatic), we ask that employees provide as much notice as possible for foreseeable leave – such as that to care for a child whose school or place of care is now closed due to the pandemic.

COVID-19: Leave Policy

To access the leave request form, please follow the link [here](#) and click to download the fillable PDF document. All leave request forms shall be submitted to Dana Clark, VP of HR at dana.clark@baker.edu. Any questions regarding this temporary COVID-19 related policy can be sent to Dana Clark, VP of HR at dana.clark@baker.edu.

We appreciate your continued cooperation and dedication through this unprecedented and difficult time.