

Temporary COVID-19 Supplemental Paid Leave

Drake University remains committed to the health and well-being of our faculty, staff and students, as well as the larger community. We continue to update our workplace policies in response to guidance from public health agencies and due to disruptions caused by school, daycare, or eldercare closures. Therefore, Drake will now provide benefit-eligible employees with up to 80 additional hours of supplemental paid leave to be used for these situations:

- You become ill with the coronavirus or are providing care for an immediate family member who is ill with coronavirus. Immediate family includes your spouse/partner, child, mother, father, brother or sister (or the same relatives of your spouse/partner).
- You have been advised to self-isolate by Drake or a health care professional and you are unable to telecommute.
- Your child's school or daycare or an immediate family member's eldercare facility has closed due to the coronavirus outbreak and you are unable to telecommute.

All available sick leave must be used prior to using supplemental leave. Supplemental paid leave will be pro-rated for those on less than 100% appointments.

[View the form](#) to apply for supplemental paid leave. You and your manager will receive an email response following submission of your request to use the leave. Upon approval non-exempt employees will record the time off in the Supplemental Leave area of the timesheet, and exempt employees will submit the Supplemental Leave on the monthly leave report.

This supplemental paid leave program is provided on a temporary basis and will be discontinued once the COVID-19 situation improves.