**Pennsylvania’s State System of Higher Education**
**Office of the Chancellor**
**Guidance**

**Remote Work, Waiving Doctor’s Note, Paid Administrative Leave**
**March 13, 2020**

Universities have the discretion to allow remote work/telecommuting as deemed appropriate using the [procedure and standard for emergency telecommuting](https://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Emergency%20Remote%20Work%20and%20Telecommuting%20-%202020-43%20Procedures%20and%20Standard%202020-43.pdf).

Below are some additional items that will be helpful as the situation evolves.

**Waiver of Requirement for Doctor’s Note**

Current guidance from the Pennsylvania Department of Health and the Centers for Disease Control advises people who have symptoms of acute respiratory illness to stay home and not to return to work or school until they are fever free—without the use of fever-reducing medications—for 24 hours. As such, the State System is temporarily waiving the requirement that an employee obtain a doctor’s certificate for an absence of three consecutive days or more. *This waiver only applies to absences resulting from employees and family members of employees who have acute respiratory illness symptoms.* A doctor’s certificate remains necessary for all other absences due to illness or injury. To use the waiver, employees must inform their supervisor that the absence is related to the symptoms noted above. Employees and timekeepers will be informed regarding which designations to use in the ESS leave system for the qualifying absence.

**10 Days of Administrative Leave**

Employees in the following situations would be allowed 10 work days of paid Administrative Leave related to Coronavirus/COVID-19:

* Employees that self-quarantine from international travel *and* are unable to work from home
* Employees that are requested to go home because they show symptoms *and* are unable to work from home
* Employees that reside or work in a quarantine zone
* Employees that are unable to telework due to technology or because their role is not conducive to teleworking if the whole institution has converted to remote work/telecommuting