

From: "OA, PA Office of Administration" <RA-OAPAOFFICEOFADMIN@PA.GOV>

Date: Friday, April 3, 2020 at 10:50 AM

To: "OA-HR-DIST@LISTSERV.STATE.PA.US" <OA-HR-DIST@LISTSERV.STATE.PA.US>

Subject: A Message from Governor Wolf: Important Updates for All Commonwealth Employees – Office Closings and Use of Leave

Dear employees,

The COVID-19 global pandemic has created an unprecedented situation as everyone tries to stop the spread of this virus. I appreciate the shared sacrifice of all 12.8 million Pennsylvanians. As I have said many times, we are all in this together to save lives.

Many of you are working on the front lines of this crisis and others are continuing to telework in order to provide services to the people of Pennsylvania. Our friends and neighbors are depending on us as our nation perseveres to overcome the worst public health emergency of our lifetime.

Today, I am extending the Paid Office Closing Leave until April 10, 2020, for staff whose work locations remain closed and who are unable to telework. Beginning April 11, employees performing essential services or teleworking will continue to do so, there is no change. The remaining employees will have the option to use their own leave or unpaid leave, while maintaining their health benefits. As this pandemic continues, it is imperative that we think about the long-term health of the commonwealth. As such, this has led to the difficult decisions we have been forced to make like many other employers across the nation and world.

This was a difficult decision as our commonwealth faces significant fiscal challenges. I have chosen an alternative to furloughs so each affected employee will keep their health care benefits and has the flexibility to choose from a range of leave options that is best for them.

There is more information below from the Office of Administration.

I look forward to the day when we can be together again – both in our workplaces and our communities.

Sincerely,

Tom Wolf
Governor



DATE: April 3, 2020

TO: All Employees

FROM: Office of Administration

RE: End of Paid Leave for COVID-19 Office Closings and Leave Options for Employees

SUPERVISORS: Please share this information with your employees who may not have access to commonwealth email.

Commonwealth work locations will remain closed until at least until April 30, 2020, in order to slow the spread of COVID-19.

Paid office closings due to COVID-19 will be extended through **Friday, April 10, 2020** for employees whose work locations remain closed and who are unable to telework.

Essential employees assigned to 24/7 facilities and other critical operations should continue to follow specific guidance from their agency supervisory staff with the ultimate goal of maintaining operations.

In accordance with *Management Directive 530.17, Partial and Full-Day Closings of State Offices*, Section 5(d), absence will be charged for each full day closing beyond **April 10, 2020 for employees not reporting to a work location or teleworking.**

Employees who are reporting to work or teleworking should continue to do so.

As a reminder, agency management retains the right to designate employees as essential or non-essential, as needed, based on evolving operational needs.

Below is more detailed information for impacted employees.

Employees Who Are Not Working or Not Teleworking

Paid office closings due to COVID-19 will be extended through **Friday, April 10, 2020** for employees whose work locations remain closed and who are unable to telework. This extension applies to employees in all counties whose work locations remain closed and who are unable to work or telework, regardless of the start date of the paid office closing for their work county.

Beginning on **April 11, 2020**, employees whose work locations remain closed and who are unable to telework will be required to use their own leave, pursuant to *Management Directive 530.17, Partial and Full-Day Closings of State Offices*, Section 5(d).

The Administration is committed to supporting employees who are impacted by the COVID-19 pandemic, while continuing to support the operational needs of agencies to provide services to Pennsylvania citizens. Therefore, those employees, whose work locations remain closed and who are unable to telework, may request to use any of the paid or unpaid leave types listed below for which they are eligible and with supervisory approval, as needed:

- Accrued and anticipated annual leave
- Compensatory leave
- Holiday leave earned from working on a holiday
- Accrued and anticipated sick leave
- Approved leave without pay with benefits

Due to the COVID-19 emergency, commonwealth leave policies prohibiting employees from using paid leave during their first thirty (30) calendar days of employment and prohibiting employees with less than one (1) year of service from using anticipated leave are BOTH SUSPENDED temporarily for those employees whose work locations remain closed and who are unable to telework. Employees whose work locations remain closed and who are unable to telework are not eligible for the FFCRA leave mentioned below.

If you choose not to use, or are not eligible for, any paid leave benefits, you may be eligible for unemployment compensation benefits. Please contact uchelp@pa.gov. For additional information, please refer to: <https://www.uc.pa.gov/COVID-19/Pages/UC-COVID19-FAQs.aspx>.

For more information about this leave, please go to www.oa.pa.gov/covidleave.

A dedicated call center will be available to answer questions about leave options beginning Monday, April 6, 2020 at 717.346.2720. Representatives will be available from 7:30 AM to 5:00 PM, Monday – Friday.

Employees of the LCB, Attorney General, PGCB, Auditor General and all other agencies not under the Governor's jurisdiction should contact their local HR office for assistance.

Employees Working or Teleworking

For employees who are currently working or teleworking, the Families First Coronavirus Response Act (FFCRA) provides up to 10 days of paid sick leave and up to 10 work weeks of paid and 2 work weeks of unpaid expanded family and medical leave for eligible employees based on the type of qualifying event. This additional leave may be at a reduced rate of pay.

For more information about this leave, please go to www.oe.pa.gov/covidleave.

A dedicated call center will be available to answer questions about leave options beginning Monday, April 6, 2020, at 717.346.2720. Representatives will be available from 7:30 AM to 5:00 PM, Monday – Friday.

Employees of the LCB, Attorney General, PGCB, Auditor General and all other agencies not under the Governor's jurisdiction should contact their local HR office for assistance.

The information in this email may contain confidential and/or privileged material and is intended only for the person or entity to whom it is addressed. However, please note that the Pennsylvania State System of Higher Education is a public agency and that this email may be subject to a valid Right-to-Know Law request. If information in this email constitutes a "record" of this agency it will be provided to the public if requested and the content is not exempt under the Pennsylvania Right-to-Know Law or protected under attorney-client or any other privilege. There should be no expectation of confidentiality or privacy in this or other communications with PASSHE, unless specifically authorized by law. If you receive this message in error, please send a reply email to the sender and delete the material from any and all computers. Unintended transmissions shall not constitute waiver of the attorney-client or any other privilege.