

SCHOOL/DAY CARE CLOSURE

A person who is unable to work because their child's school or daycare was ordered closed, or to open on a modified schedule, by a public official for a public health reason.

TEAM MEMBER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT?	Leader
SHOULD I CONTACT THE HARTFORD?	Contact The Hartford if out of work for greater than 3 days.
WHAT ACTION DO I NEED TO TAKE?	Speak with leader to discuss options. Be prepared to discuss: <ul style="list-style-type: none"> - Work from home - Flexible work schedules (i.e. swap shifts or weekends).

LEADER – WHAT STEPS DO I NEED TO TAKE?

WHO DO I CONTACT AS THE LEADER?	Leader should work directly with the team member to discuss creative options to ensure scheduling/patient care is met (i.e. work from home, flex work schedule).
WHO IS COMMUNICATING WITH THE TEAM MEMBER?	Leader

HOW WILL I BE PAID?

REGULAR PAY	Regular pay as the team member continues to work.
NJ EARNED SICK LEAVE	Only if alternate work arrangements are NOT feasible. Cascade according to ESL Pay Practice Rules/Banks . See Family Member Disability Reference Guides for full details. NOTE: Subject to change upon further guidance by Department of Labor.
PTO	Cascade according to ESL Pay Practice Rules/Banks . See Family Member Disability Reference Guides for full details.
UNEMPLOYMENT	Possibly apply for unemployment.

HOW SHOULD THE LEADER PROCESS IN PAYROLL?

IF THE TEAM MEMBER CONTINUES TO WORK IN REGULAR CAPACITY:

Leader enters time worked through normal process, adjusting for any shift in hours or schedule. If work from home arrangement is approved, non-exempt team members will need to clock in/out utilizing the online [web clock in MyWay-PeopleSoft](#).

IF THE TEAM MEMBER CONTINUES TO WORK BUT WILL SUPPORT ANOTHER DEPARTMENT (I.E. REASSIGNMENT):

See applicable COVID-19 scenario for Reassignment.

IF ALTERNATE WORK IS NOT FEASIBLE:

Leader enters code = "SICK".

NOTE: Subject to further clarification by the Department of Labor.

All of the information contained herein is subject to change as this situation evolves and governing bodies release additional guidance that impacts our policies and practices. The following pay practices do not apply to team members subject to the untracked PTO Program (i.e. Directors and above). Carrier Clinic is subject to the policies and practices of their local health care and leave providers. We will update the information contained herein accordingly.

