

## Public Health Emergency Pay Policy

### **Purpose**

Whitehead Institute strives to provide a safe and healthy workplace for all employees. In the case of a pandemic or other widespread public health emergency special policies on leave, pay and other related policies outlined below will be followed.

### **Employee Illness**

As the majority of Institute staff have been asked to work remotely, the employee illness policy below applies to essential staff who will continue to come into the Institute.

Institute members who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4 F [37.8 C] or greater using an oral thermometer), signs of a fever, and any other symptom-altering medicines (e.g. cough suppressants) for at least 24 hours.

The direct supervisor and Human Resources ([humanresources@wi.mit.edu](mailto:humanresources@wi.mit.edu)) should be notified regarding the need to take sick leave.

### **Pay Policies during a Public Health Emergency**

All employees will continue to be paid their regular pay during this time period, regardless of their ability to work remotely. Please see below for how each employee group will be handled.

#### *Non-Exempt Non-Essential Employees*

Non-exempt employees who are able to work remotely should do so and note their hours worked in Kronos as “regular hours”.

Supervisors of non-exempt employees who are not able to work remotely should enter the code “emergency closing” in Kronos for each employee’s regularly scheduled hours.

#### *Non-Exempt Essential Employees*

Non-exempt essential employees should either swipe or enter their hours in Kronos as usual.

#### *Non-Exempt Sick Employees*

Non-Exempt employees who are sick should first use any sick time available to them as shown in their Kronos profile. If all available sick time has been exhausted and the employee is still unable to perform their job function, the Institute will continue the individual’s regular pay until they are able to perform their job function again. If non-exempt employees are unable access Kronos, their supervisor should enter their time on their behalf.

#### *Non-Essential Exempt Employees*

All non-essential exempt employees are expected to work remotely and will continue to receive their regular pay.

### *Essential Exempt Employees*

Designated essential exempt employees will continue to receive their regular pay.

### *Exempt Sick Employees*

All exempt employees who are sick should notify their supervisor of the need to take sick leave. They will continue to receive their regular pay.

In accordance with CDC guidance generally a healthcare provider's note is not required to validate need for sick leave for all employees in times of pandemic or public health emergencies.

### **Illness of a Family Member**

Whitehead Institute recognizes that employees may need to take time away from work to care for a sick family member. In accordance with Massachusetts regulations, full-time non-exempt and exempt employees are eligible for up to 40 hours a year (amount is prorated for part-time employees) of sick family time to care for a child, parent, or parent of a spouse with a medical condition. In times of a public health emergency the Institute will expand this definition to include household members.

If all available family sick time has been exhausted the Institute will allow employees to take a reasonable number of paid days off to continue to care for sick family or household members

Employees should notify their supervisor of the need to take time off to care for a sick family member.

### **Essential Staff**

The Institute is a 24/7 facility and certain staff are designated as essential staff. Essential staff will be excepted to work during an Institute ramp down or closure.

**Please contact Human Resources at [humanresources@wi.mit.edu](mailto:humanresources@wi.mit.edu) with any questions.**