



## Memorandum

Date: June 22, 2020  
To: All Employees  
From: Lisa Horne Early, Ph.D. *LHE*  
Chief Human Resources Officer  
RE: Updated Attendance Requirements & Time Entry Practices

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As the University begins implementation of its *Return to Campus Plan*, this memorandum is to provide guidance regarding attendance requirements and time entry practices.

If you have been in an *administrative leave with pay* status since March due to the inability to perform your duties remotely, you are hereby advised that paid administrative leave (“ADMLV”) will be discontinued for you, effective July 6, 2020, and you will be scheduled to return to campus to resume performance of your duties or other duties, as assigned.

Employees may continue teleworking, as approved by their supervisor, and should continue entering the code “TELWK” for time entry. When reporting for duty on campus, please continue using the “REG” code when entering time. There will be no changes to previously approved leave (e.g. “FML”, “ACDNT”, etc.). You are also advised to continue following the standard protocol of notifying your supervisor if you need to take leave for illness or other personal reasons and recording any/all types of leave (ANN, SICK) that you may use.

Employees who do not feel comfortable returning to work on campus, when scheduled, may use annual and/or personal leave to continue in a paid status.

If you are not able to return to work due to child care issues resulting from the COVID-19 pandemic, the Families First Coronavirus Response Act (FFCRA) provides a paid leave option that will allow you to fulfill your familial obligations.

In addition, the Centers for Disease Control and Prevention has identified certain conditions that may put individuals at higher risk for severe illness from COVID-19. The conditions are:

- Age 65 or older
- Chronic lung disease or moderate to severe asthma
- Serious heart conditions, including heart failure, coronary artery disease, congenital heart disease, cardiomyopathies, and pulmonary hypertension,
- Persons who are immunocompromised due to cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease when undergoing dialysis
- Liver disease

Employees recalled to work on campus, who have one or more of the conditions listed above, are eligible to seek reasonable accommodations under the university's Americans with Disabilities Act (ADA) policy.

If you have any questions about the information provided in this memorandum or would like to explore your options, please contact the Office of Human Resources at (410) 951-3666 or email [askhr@coppin.edu](mailto:askhr@coppin.edu).

Thank you.