This policy will be implemented by Presidential directive when the university moves to a “limited pandemic” or “full pandemic” level as declared by the Vice President for Administration, upon consultation with the President.

The pay process listed below does not need to be followed in the event of a closure at a particular university location. The Vice President for Administration, upon consultation with the President, will determine how employees are to be paid at the time of the closure announcement.

The University of Wyoming will allow employees unplanned absences without a doctor’s note for all cases with flu-like symptoms. The sick leave time off with pay will be handled in the order listed below:

1. Employees will be required to use their paid time off (i.e. sick leave or vacation time) when absent.

2. Employees will be allowed to borrow sick/ vacation leave accrued during the current month of employment.

3. If the above leave is exhausted, employees may apply for leave with pay through their immediate supervisor. A cap of 24 to 40 hours will be implemented.

4. In addition, a “look back” period may be considered during a declared pandemic so that people, who may have illness just prior to reaching a “limited” or “full pandemic” level, can also utilize the above options retroactively.