

**University of Wyoming
Pandemic Sick Leave Policy
December 2015**

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

The University of Wyoming will allow employees sick leave 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 hours for part-time employees and a cap of 40 hours for full-time employees will be implemented.
4. In addition, a “look back” period of two-weeks 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.

The pay process listed above does not need to be followed during the event of a closure at a particular university location. The Vice President for Administration will determine how employees are to be paid once the closure has been lifted.