

Physically Essential Employees - FAQs

Q: If an employee provides a school closure note are they excused from work?

A: No. In general, employees deemed physically essential are to report to work, per their regular work schedules. However, supervisors should attempt to reasonably accommodate these employees by offering modified work schedules (i.e., evenings, weekends, reduced schedules, etc.), if feasible.

Q: How should an employee complete their timesheet if they present a school closure note?

A: As a physically essential employee, individuals are to code their time actually worked as regular hours; any remaining time (reduced or modified due to a supervisor's attempt to limit onsite activity) is to be coded as HE (Health Emergency)

Q: How should the supervisor complete a timesheet for a physically essential employee who refuses to report to work at all for a school closure?

A: Any physically essential employee who refuses to report to work for his/her assigned hours (whether those hours be the employee's regular hours of work or any approved modified schedule as set forth by the employee's supervisor) will be required to use his/her own accrued personal leave time (e.g., vacation, admin time, or comp time) for all of their missed assigned work schedule.

Q: If an employee is physically essential and provides a medical note because he/she is at high risk due to a compromised immune system, is the employee excused from work?

A: Each physically essential employee is not to assume that a submitted medical note excuses him or her from work. Medical notes are each reviewed and evaluated on a case by case basis by human resources. A submitted medical note does not automatically excuse an employee from work. A determination will be made on a case-by-case basis for each physically essential employee who submits a medical note, with factors including the severity of the health condition, the provided medical documentation, and the potential risk exposure (based on the essential duties of an employee's job) to be weighed.