



HUMAN RESOURCES

The UNIVERSITY of OKLAHOMA

PTO Requests During COVID-19

As we approach the summer months, we are entering into the season of rest and rejuvenation for our faculty and staff. We know summer is an important time when people take vacation in order to reset. We continue to support employees taking time off. However, one of the many challenges that COVID-19 presents us with is the additional care and planning managers must take when scheduling and approving their employee time off requests. Staffing levels need to be managed carefully to ensure operations can remain at the appropriate levels.

Currently, employees are required to complete the online [COVID-19 Screening & Reporting](#) tool, and receive clearance to return to work, after certain events, including travel. Employees must be prepared to remain away from campus and from on-or off-campus events for up to 14 days following return from travel. Any employee planning personal travel will need to ensure they have enough PTO to cover any self-isolation time required away from campus and from on-or off-campus events, in the event they are not able to telecommute, as determined by their manager. Those employees who are not able to telecommute and who are without sufficient leave to cover self-isolation time will be placed on LWOP status until Employee Health clears them to return to campus. Employees should discuss any potential travel with their managers prior to requesting PTO. Managers may ask if requested PTO will include travel inside or outside the state of Oklahoma. This does ***not*** mean that PTO will be denied, but your manager may ask you to be flexible in scheduling your leave, as managers will have to plan for the potential for self-isolation time off, in addition to the requested PTO to ensure staffing levels remain appropriate. PTO requests will be handled on a first-come first-served basis. If you plan to travel, it is recommended that you not purchase or book any non-refundable/non-changeable items, such as transportation tickets or hotel rooms, until your request has been approved.

Please keep in mind that the State of Oklahoma's plan for reopening does not impact the potential need to self-isolate away from campus and from on-or off-campus events. Due to the evolving nature of data and public health guidance on COVID-19, OU is regularly evaluating the measures it has in place to mitigate the spread of COVID-19 and protect our campus. These measures may be updated or revised prior to your scheduled PTO. OU will continue to monitor the travel policy and will update as necessary. Current travel guidelines

can be found here: [travel guidance](#).

NOTE: NEITHER EMPLOYEE HEALTH NOR HUMAN RESOURCES CAN ADVISE OR MAKE DECISIONS REGARDING THE SELF-ISOLATION PERIOD IN ADVANCE OF TRAVEL.

Questions?

The University continues to assess and monitor the situation and post new information here: <http://www.ou.edu/coronavirus> for Norman employees and <https://www.ouhsc.edu/coronavirus> for HSC employees. For additional HR information, employees should speak to their supervisor, Human Resources, or visit the HR website: <https://hr.ou.edu/News/Coronavirus-COVID-19-Information>.

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