



Department: HUM
Policy Number: A095
Effective Date: 3/19/21

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

CMCSS EMPLOYEE WORK-RELATED TRAVEL – COVID-19

Overview

Due to the COVID-19 pandemic, when employees travel for CMCSS-related purposes, they are expected to follow the same CDC guidelines as they do while in the CMCSS workplace. If an employee elects to travel within the state or out of state for an optional work-related event such as conferences or seminars, they will not be eligible for COVID-19 related leave if they contract COVID-19 while traveling or are required to quarantine due to being a close contact.

Employees who are required to travel for work will qualify for COVID-19 related leave.

Implementing Procedures: None

Associated Documents:

[HUM-F130](#) – CMCSS Employee Work-Related Travel COVID-19 Acknowledgement Form

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision</u>
3/19/21		Initial Release