



March 13, 2020

To Students, Faculty, and Staff at SUNY Poly's Albany Campus,

Out of an abundance of caution, and to be as proactive as possible, we wanted to let you know that SUNY Poly is implementing and encouraging non-essential employees to take liberal leave through Monday, March 16, 2020, with classes cancelled for the remainder of today. This action is being taken because we have been provided information that several individuals at the Albany location are being tested for COVID-19 and are self-isolating. In addition, focused cleaning efforts are taking place on campus as a precaution only.

Liberal leave means that an employee, with supervisory approval, who is performing non-immediate non-essential functions, may leave early, and/or take time off whereby the employee will use his or her vacation, holiday, or personal paid time off accruals.

Because we are prioritizing the health of our community, and at this time we are only aware of the individuals being tested, **the implementation of liberal leave is being issued only as a precaution** and is meant to encourage employees to mitigate their own potential risk in coming to work. Liberal leave is implemented at the discretion of management for exceptional circumstances such as inclement weather or emergencies and only in cases where it is feasible for the employee to take liberal leave based on duties (essential versus non-essential duties). Some employee functions are deemed essential (i.e. security, certain facilities and operational units, maintenance, etc...); therefore, staffing in some areas will be maintained as determined by management. For more information, please see the Essential Employee Policy located at: <https://sunypoly.edu/contact/offices/human-resources/human-resources/policies-procedures.html> Please note that if management determines that you are essential, even if your title is not listed on the policy, then you must talk with your supervisor as new titles have been added in recent days to include residential life, IT, and health and wellness.

If an employee does not have vacation, holiday, or personal paid time off accruals, management will consult with SUNY Poly Human Resources and make a determination on a case-by-case basis. If a non-essential employee has approval to work from home and has the capability to do so, your supervisor may approve that option on a case by case basis. Essential employees and anyone who remains on campus are once again encouraged to use social distancing and take common sense precautions we have previously shared: <https://sunypoly.edu/covid19/prevention.html>.

Please look for continuous updates from SUNY Poly, as is warranted, which are available at our dedicated webpage: <https://sunypoly.edu/covid19.html>. Thank you for your attention to this communication, and understanding that these decisions are, once again, being made out of an abundance of caution as we keep in mind our community's health, and work to be as transparent and proactive as possible.

Sincerely,

Dr. Grace Wang



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