

# Hagerstown-specific Q&A Addendum to Volvo Guidelines and Application to Shop Attendance Policies and Time Off Guidelines for Shop and Skilled Trades Bargaining Unit Employees

Updated March 17, 2020

This Q&A is to provide guidance and information related to potential scenarios connected to COVID-19, how they impact an employee's attendance and/or pay.

During this difficult time, communication is critical to evaluating and handling the specific concerns and situations that arise. **We strongly encourage an open, honest and frequent dialogue with your manager and healthcare provider. This is crucial for proper diagnosis when applying Center for Disease Control (CDC) guidelines.**

## **Q1: What is the call off procedure if I can't report to work?**

A: Follow the normal call off procedure, contacting security including a courtesy call/text to your manager/supervisor. Please do not provide your diagnosis when reporting off to security.

## **Q2: What happens to my attendance record and pay if I am infected or instructed by a medical professional to self-quarantine due to COVID-19 and have to leave or cannot report to work?**

A: Your absences will be excused, provided you follow up with your manager/supervisor and provide required information to ensure proper documentation and coverage.

- Coverage will include:
  - A&S (>8 calendar days, paid and excused)
  - FMLA, if eligible

## **Q3: Will you accept a doctor's note to cover COVID-19 absence?**

A: We will not accept a doctor's note because any COVID-19 absence will require a minimum fourteen (14) day absence and will therefore be A&S eligible.

## **Q4: What happens if my spouse, child, or other dependent becomes infected or they are instructed to self-quarantine by a medical professional due to COVID-19 and I cannot report to work?**

A: Your absences will be excused, provided you follow up with your manager/supervisor and provide required information to ensure proper documentation and coverage. There are several potential options for coverage, and they include:

- FMLA, if choosing this option reach out to your manager/supervisor to receive proper paperwork and determine eligibility.
- Casual/Vacation or MDHWF Act time, discuss with Manager/Supervisor
- Discretionary Time, where applicable, discuss with Manager/Supervisor
- Personal Leave of Absence

**Q5: How do I get or provide the required documentation if I have to leave the site due to my illness or the illness of a dependent?**

A: Paperwork can be faxed, mailed, emailed, etc. Therefore, we ask you to leave the site directly, and call Concentra (for A&S paperwork) and or your supervisor (for FMLA).

Please use these alternative methods when sending/receiving your paperwork.

- Part A of your A&S paperwork can be delivered verbally via phone.
- Fax numbers and email addresses may be found on their respective paperwork and forms.
- If you are unable to locate this information, please contact your supervisor via phone and someone will contact you.

**Q6: How do I handle my return to work following my COVID-19 illness or quarantine due to my COVID-19 sick dependent?**

A: The clearance process will follow the existing A&S procedure.

- Which entails, calling Concentra for a return to work appointment. Ensuring Parts B and C have been completed by your physician and returned to Concentra.

**Q7: What happens if I need to stay home due to my child's school closure?**

A: Your absences will be excused, discuss the situation with your manager/supervisor; all time off requests should be reasonable based on your situation. There are several potential options for coverage, they include...

- Casual/Vacation time
- Discretionary time off
- Personal LOA

**Q8: How do I keep myself informed on the current site situation?**

1. Text **VolvoHag** to **313131** to sign-up for our text alert system and receive immediate information as situations develop.
2. Visit our Hagerstown Site-specific website at <http://bit.ly/33aIFKV>

As this Q&A is updated, find the latest version posted here:

<https://www.volvogroup.com/en-en/about-us/organization/our-global-presence/hagerstown/HAGaware2020/HAGaware2020-BU.html>

**Updated as of March 17, 2019**

**Q9: If I use LOA for time off during this issue, does it take away from my annual allotment.**

A: Yes, the use of a personal LOA will be deducted from your total allotment, currently between 2 to 4 weeks, depending on your years of service.

Update Log:

- Released March 13, 2020
- Added Q9