



Michael L. Parson
Governor

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
Phone: (573) 751-1851
Fax: (573) 751-1212

Sarah H. Steelman
Commissioner

COVID-19

FAQs regarding state buildings closed to the public

March 23, 2020

1. Now that the Governor has closed state office buildings to the public, how do I know if I'm supposed to report to work?

A member of your Department's management team will let you know if you are supposed to report to work.

2. I am taking borrowed leave because I do not have any sick leave and a member of my household has just returned from international travel. I cannot work remotely. Now that state office buildings are closed to the public, what kind of leave will I be on?

Assuming your department has not identified you as a person who would report to work but for the household member returning from international travel, your leave while state office buildings remain closed to the public should be administrative leave.

3. My department has not told me that I am to report to work while state office buildings are closed to the public and I can't do remote work so I think that I should be on administrative leave with pay. I want to go out of town and be unavailable for work. Can I take administrative leave while I go on the trip?

No. Team members who are on administrative leave with pay are expected to be ready for work assignments.

4. I have had 24/7 access to my workplace for over 10 years, but I haven't been told to report to work by my department. I can work remotely. What am I supposed to do?

If your Department has identified you as an employee who can work remotely, you should work remotely unless you are told to report to the workplace.

5. I have had 24/7 access to my workplace for over 10 years, but I haven't been told to report to work by my department. I have been told to work remotely, but occasionally I need materials from the office to complete tasks at home. Can I go to the office to pick up those materials?

If you have 24/7 access, you may go to your workplace to collect these materials if these materials are of the type that you could have taken home before the COVID-19 outbreak.

6. I have no sick leave time and I am using borrowed leave to take care of my children because they are off school. I cannot work remotely and I have been told by my department that I am excused from work. Am I eligible for administrative leave?

Yes.

7. I am an employee with 24/7 access to my workplace and the ability to work remotely. I haven't been told by my Department that I have tasks that must be performed in the workplace, but I don't like working remotely. Can I come to the workplace?

No, you must work remotely. Physical distancing is a critical health concern at this time.

8. I meet the criteria for administrative leave and work an alternative schedule. How should my administrative leave time be applied?

You should apply administrative leave hours to your normally scheduled hours, just like you would apply annual leave or other leave types in normal circumstances.