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COVID-19
Additional Leave Guidance
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Leave guidance while state government buildings are closed to the public. During the time that the Governor has closed state owned and leased buildings or office suites to the public to minimize the spread of COVID-19, team members are expected to maintain vital state services and must work remotely to the extent possible. Team members who previously had 24/7 access to their work locations will maintain that access and additional team members will be granted 24/7 access so that they can perform necessary tasks in their workplaces. All team members who are to report to their workplace will be notified by their Department. Team members should be excused from work if they are not required to perform tasks in their workplace and cannot work remotely. These team members should be granted administrative leave with pay for that time in which they were ready to work but cannot work remotely or have no necessary tasks to be performed in their workplace. Team members eligible to use borrowed leave under any provision of the Leave Guidance memo who are excused from work as set forth in this paragraph should have their time coded as administrative leave. Team members excused from work during this time period shall remain available for recall unless the team member is utilizing annual leave, sick leave, borrowed leave, or comp time. Recalled team members who are in a circumstance that would make them eligible for borrowed leave under any provision of the Leave Guidance memo must follow the instructions applicable to that circumstance in that memo. In no event shall a team member earn more administrative leave with pay per day than their regularly scheduled work hours, nor more than 40 hours per work week.