

COLLEGE OF MICRONESIA-FSM

INTERIM PROCEDURES: Travel & Leave

Travel and Leave during Pandemic

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Date Reviewed:

References:

As college employees travel for business or other reasons, coronavirus-related travel guidance from the FSM Government, state governments and Centers for Disease Control and Prevention (CDC) must be followed to reduce the spread of the virus and infection. The college expects all employees to adhere to this policy when traveling on college business and college approved travel.

A. Procedures for New Hires Requiring Travel to the FSM

When a job candidate accepts a job based on one of the college campus sites, they will complete the following steps with the Human Resources Office.

HR Staff Actions	New Employee Actions
✓ Email the employee Board Policy and Administrative Procedures No. 2302 with Travel Waiver Form-1	✓ Read policy and procedures and confirm understanding and acceptance of responsibilities and awareness of associated risks when he/she completes and signs Travel Waiver Form-1 and returns it to hro@comfsm.fm prior to travel arrangement.
✓ Email employee all relevant policies on travel, mandatory vaccine, travel insurance and information on procedures for travel to the FSM.	✓ Read and review all policies, procedures and information received by HRO and follow any pre-travel requirements including completion of required forms and return documents to hro@comfsm.fm
✓ Prepare Travel Authorization and once duly signed and certified, forward a scanned copy to employee.	✓ Maintain copy of TA, request in writing the shipping allowance and per diem in advance if needed in Guam or on approved quarantine ports prior to traveling to the FSM.
✓ Deposit shipping allowance and per diem to employee's bank account or the agreed upon method as soon as possible.	✓ Notify immediate supervisor and copy HRO at hro@comfsm.fm for any changes in travel plans due to changes in flight schedule or emergencies on the trip.
✓ Provide hospitalization payment receipts to Business Office for payment processing per Board Policy No.2302.	✓ Notify employer contacts listed on the Travel Waiver Form-2 for emergencies that resulted in hospitalization or death and provide documentation evidencing the

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<ul style="list-style-type: none"> ✓ In an event of a death of the employee or dependents on the trip, refer to Board Policy No. 2302 and other relevant policies for benefits and actions necessary. 	<ul style="list-style-type: none"> current situation including payment receipts or hospitalization bills. ✓ In an event of a death of employee or dependents on the trip, notify the employer contacts for processing of additional paperwork and/or arrangement necessary.
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B. Procedures for Repatriation of Employees with Vested Travel Benefits

When a current employee leaves the college and the employee qualifies for repatriation benefits under Board Policy No.6028, the college through Human Resources Office process the travel through these steps with the departing employee.

HR Staff Actions	New Employee Actions
<ul style="list-style-type: none"> ✓ Email the employee Board Policy and Administrative Procedures No. 2302 with Travel Waiver Form-2 	<ul style="list-style-type: none"> ✓ Read policy and procedures and confirm understanding and acceptance of responsibilities and awareness of associated risks when he/she completes and signs Travel Waiver Form-2 and returns it to hro@comfsm.fm prior to travel arrangement.
<ul style="list-style-type: none"> ✓ Email employee all relevant policies on travel, mandatory vaccine, travel insurance and information on procedures for travel to the FSM. 	<ul style="list-style-type: none"> ✓ Read and review all policies, procedures and information received by HRO and follow any pre-travel requirements including completion of required forms and return documents to hro@comfsm.fm ✓ Travel must be taken within 90 days from last date of employment. Travel taken outside of the timeline will be waived.
<ul style="list-style-type: none"> ✓ Prepare Travel Authorization and once duly signed and certified, forward a scanned copy to employee. 	<ul style="list-style-type: none"> ✓ Maintain copy of TA. Pick up check for departure fees at Business Office or write to them (rbtgonon@comfsm.fm) to deposit funds into a functional bank account.
<ul style="list-style-type: none"> ✓ File copies of all travel and related documents within 1 week of employee departure. File any related document received after departure as needed. 	<ul style="list-style-type: none"> ✓ Notify immediate supervisor and copy HRO at hro@comfsm.fm for any changes in travel plans due to changes in flight schedule or emergencies on the trip.
<ul style="list-style-type: none"> ✓ Provide hospitalization payment receipts to Business Office for payment processing per Board Policy No.2302. ✓ In an event of a death of the employee or dependents on the trip, refer to Board Policy No. 2302 and other relevant policies for benefits and actions necessary. 	<ul style="list-style-type: none"> ✓ Notify employer contacts listed on the Travel Waiver Form-2 for emergencies that resulted in hospitalization or death and provide documentation evidencing the current situation including payment receipts or hospitalization bills. ✓ In an event of a death of employee or dependents on the trip, notify the employer contacts for processing of additional paperwork and/or arrangement necessary.

C. Procedures for Travel on College Business

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An employee who seeks to travel for college business will follow Board Policy No. 5350 *Travel Policy* but employee also will follow these steps prior to approval of travel.

- Step 1.** Gain endorsement of immediate supervisor that the travel is necessary at the time proposed and verify inability to travel will negatively impact the college or the service area.
- Step 2.** Employee will also sign the [Travel Waiver Form-2](#) prior to routing the travel authorization form.
- Step 3.** Provide evidence of MiCare enrollment.
- Step 4.** Provide evidence of enrollment in the group life insurance plan or individual life insurance plan.
- Step 5.** Route the Travel Authorization form and once approved, employee will apply for travel insurance using the college approved plan. Employee will provide proof of travel insurance coverage to Business Office and supervisor in order for the per diem, departure fee and other associated funds to be dispersed to him/her.
- Step 6.** Employee will complete the application requirements for travel out of the FSM and return per his/her state of residence and other applicable travel ports requirements. Provide Supervisor and HRO copies of filed applications and any communications from the task force.

When the employee returns to duty station and if he/she becomes sick due to the pandemic while in quarantine on island of residence, he/she will notify supervisor in any means applicable (telephone, email or through personal contact) and comply with the necessary public health measures until cleared to return to work. Employee will provide a certificate or documentation showing he is cleared to return to duty without posing as a threat to others and the documentation shows date of issuance and signatory of an official of public health services or a physician.

Employee will use and exhaust all accrued leaves before applying for pandemic leave. Employee may also apply for donated sick leave if such employee is eligible.

D. Procedures for Sick and Associated Leave Requiring Travel During Pandemic

Employee Responsibilities	Supervisor Responsibilities
<ul style="list-style-type: none"> ✓ Submit in writing at least two (2) weeks in advance the request for travel for medical or other purposes. Travel Waiver Form-2 	<ul style="list-style-type: none"> ✓ Review the request, discuss plans for work responsibility during the absence and make arrangement to ensure work is not interrupted greatly. Take clear action on the request within 2-3 days after discussion with the requesting employee and assure all necessary information is received.

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<ul style="list-style-type: none"> ✓ Complete and sign the Travel Waiver Form-2 and return it to supervisor two (2) days at least prior to departure. 	<ul style="list-style-type: none"> ✓ Review all documents submitted and forward them to relevant offices including Business Office and HRO while maintaining a copy for office management.
<ul style="list-style-type: none"> ✓ Complete the repatriation process and provide supervisor documentation that shows completion and include a copy of return ticket (if available). 	<ul style="list-style-type: none"> ✓ Maintain contact and communication with the employee the entire time he/she is away and advise when requirements and/or obligations are not met and make proper written recommendation to relevant supervisor. When relevant see Board Policy No. 6018 and its procedures.
<ul style="list-style-type: none"> ✓ Complete and send to supervisor extension of leave form two (2) weeks prior to expiration of current leave. 	<ul style="list-style-type: none"> ✓ Review leave request carefully and timely and take clear actions in writing and notify employee of decision. Follow Board Policy No. 6010 for procedures for routing leave requests.
<ul style="list-style-type: none"> ✓ Notify supervisor immediately for emergencies that affect your travel arrangement refer to Board Policy No. 2302 for applicable benefits. 	<ul style="list-style-type: none"> ✓ Review documentation and requests from employee immediately when received and forward to appropriate office for necessary actions warranted. (Payment receipts to Business Office for processing and HRO for personnel file per Board Policy No.2302, Vice President for other actions, etc.)

*All employees are encouraged to purchase travel insurance at their own expense.

F. Procedures for Application for Pandemic Leave

An employee has the options to apply for pandemic leave that requires the approval of the president when any of the three conditions below apply.

1. *Employee exhausted all leaves (sick and annual) while off-island taking an approved leave and completed the repatriation process but is not placed on a flight back home and such arrangement is outside the control of the employee or the college. The waiting period when such an employee runs out of accrued leaves and does not have the means to perform duties remotely renders the employee eligible for pandemic leave and must take the next flight home soonest.*
2. *Employee is required to quarantine due to contact with individuals who are afflicted with the virus as determined and defined by FSM Public health Services and/or CDC to be a threat to others.*
3. *Employee is on college business travel when a pandemic happens and have exhausted all accrued leaves and does not have the means to perform job duties remotely. The president may consider placing the employee on administrative leave for a limited period and may grant partial benefits when such leave is extended beyond two (2) months and such situation where it creates an undue hardship on the college's operation.*

Step 1. Employee completes an application leave form and submits the form to the supervisor within the timelines specified in the Board Policy No. 2302. Employee will also provide the documentation that evidences the eligibility criteria clearly at the same time. Incomplete application will be returned to employee to complete and return for proper review.

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Step 2. Supervisor reviews and confirms completion and sufficient documentation of the request and forwards it to the relevant vice president for further action.

Step 3. Vice president reviews request against the policy and assures eligibility by signing on the application form and forwards the request to the president for the final decision. If the vice president does not find employee to meet the policy requirements, he/she will return the request to supervisor and/or employee or both and articulate the issue and suggest other available options.

Step 4. President reviews the application request and if approves, he/she will return the request to the vice president to inform employee and supervisor of the decision and file the relevant leave form with Business Office. If the president does not approve the request, the return procedures above will be followed.

See Interim Policy: Travel & Leave.