

Personal Travel Policy

We continue to strongly urge against international and domestic out of state personal travel (vacations, visiting friends/family) given the uncertainty of travel and the possibility of flight cancellations, travel restrictions, and self-isolation periods. However, personal travel is not prohibited.

Domestic Travel:

For individuals who are considering domestic travel, you are advised to consult the State of New Jersey's Travel Advisory. This list is updated daily. Employees are expected to self-quarantine if they return from a state on the travel advisory, even if the state was not on the advisory list when the employee sought approval or started the trip.

https://nj.gov/health/cd/documents/topics/NCOV/Travel_advisoryFAQs_6-25-2020.pdf

If you are returning from an impacted state included on the Travel Advisory, in order to comply with the Travel Advisory, you must not report to work or be on campus for 14 days upon your return as the 14-day quarantine period will start when the employee leaves the last restricted State. You will be required to use sick or vacation time, in accordance with state regulations, if you are scheduled to be on site in person during the 14 day period. ¹ As a result, we are asking that you do not schedule personal travel to any impacted states unless such travel is unavoidable due to emergent personal or extraordinary circumstances, such as an immediate family member's death or sudden illness or similar emergency and you have received approval of your Divisional Senior Vice President or the Provost for the travel and subsequent period of quarantine.

If you do not obtain advance approval in accordance with this policy, you will be subject to discipline for taking unapproved leave. Rowan reserves the right to deny requests relating to personal travel if anticipated quarantine periods disrupt orderly University operations.

Exemptions:

Employees who reside in a state listed on the advisory are exempt from this regulation by governmental directive and may come to campus for work or educational pursuit. Further, employees engaging in patient care services related to the employee's work assignment in an impacted state are also exempt. Employees are advised to review the Travel Advisory for additional information including special rules applicable to brief stops in an impacted state.

International Travel:

¹ Employees who are covered by Civil Service and cannot be accommodated for remote work will be temporarily reassigned to duties that will limit direct contact with students, faculty and staff in lieu of accumulated leave.

If you choose to engage in international personal travel, you should [enroll in the DOS Smart Traveler's Enrollment Program \(STEP\)](#) (or similar programs offered by other governments for their citizens/nationals) and closely monitor local travel advisories.

Notification Requirements:

Please notify Rowan at mytravelplans@rowan.edu of your international and domestic personal travel plans and please observe any periods of self-isolation imposed by the State or local health department.