March 23, 2020

Employees,

President Cross has announced the implementation of a COVID-19 Leave Policy. This policy allows up to 80 hours (prorated for part-time) of COVID-19 leave for eligible employees who are unable to perform their assigned duties. A request and approval process for COVID-19 leave will be forthcoming.

Prior to forthcoming information, please note the following Interim Policy Statement excerpt from the COVID-19 Leave Policy regarding acceptable use, as well as the Interim Time Tracking Procedures.

Interim Policy Statement
COVID-19 Leave Use
I. Employees who are unable to perform their assigned duties during the COVID-19 pandemic are eligible to use COVID-19 leave. This includes, but is not limited to, employees who are unable to perform their assigned duties due to the inability to work remotely (telecommute or telework), self-quarantine, self-isolation, illness, care of an immediate family member, or child/elder care due to school/daycare closures.
II. In instances where employees are unable to perform their assigned duties due to the type of work they perform (meaning the work cannot be performed remotely) but are assigned other duties that CAN be performed remotely, they cannot refuse a reassignment of duties in order to take COVID-19 leave.
III. Employees may use COVID-19 leave prior to using any other accrued leave categories.
IV. COVID-19 leave use, including a determination that an employee is unable to perform their assigned duties, is subject to approval by the Chancellor or their designee(s) for campuses or the System President or their designee(s) for the Central Administration, that includes UW System Administration, UW Shared Services, and UW Extended Campus.
V. Use of COVID-19 leave is only available to be claimed during the time period covering the COVID-19 pandemic emergency. This policy expires at the conclusion of the COVID-19 pandemic emergency, as determined by the UW System President.
VI. There is no entitlement to the COVID-19 leave after the conclusion of the COVID-19 pandemic emergency.
VII. COVID-19 leave does not accrue and may not be rolled-over or combined into other types of leave.

Interim Time Tracking Procedures
Hourly Employees:
1. Enter requested COVID-19 leave as regular hours worked. Please continue doing so until you receive COVID-19 leave entry instructions (likely within the next 10 days).
2. Notify your supervisor daily of COVID-19 leave hours entered as regular hours worked.

**Supervisors of Hourly Employees:**
3. Track requested COVID-19 leave for each employee.
4. Submit end of week totals to HR@uwsuper.edu each week.

**Exempt Employees:**
5. Do not enter anything until further notice.
6. Track and notify your supervisor of requested COVID-19 leave time.
7. COVID-19 leave time will be entered at a later date.

**Supervisors of Exempt Employees:**
8. Track requested COVID-19 leave for each employee.
9. Submit end of week totals to HR@uwsuper.edu each week.

There are resources available to help with time and absence management on the UW Shared Services website. There are also resources on HR’s Payroll and Absence Management webpage that you may need to access.

Please keep an eye on your email for more information on how to enter the COVID-19 Leave.

Thanks,
Cory

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