Dear Employees,

UW System has updated its Interim COVID-19 Leave Policy, which increased the COVID-19 Leave up to **272 hours (prorated by % FTE)** for a period of March 17, 2020 through May 1, 2020. This policy applies to Faculty, Academic Staff, University Staff, Limited Appointees and Temporary Employees who are unable to perform their assigned duties during the COVID-19 pandemic.

Reasons to use COVID-19 Leave include those who are unable to perform their assigned duties due to:

- the inability to work remotely (telecommute);
- self-quarantine;
- self-isolation;
- illness;
- care of an immediate family member; or
- child/elder care due to school day care closures.

This leave does not apply to those who are unable to perform their assigned duties if they are reassigned to other duties based on operational need and capacity.

Employees may use COVID-19 Leave prior to using any other accrued leave. COVID-19 Leave will expire on May 1, 2020 and may not be rolled over. Actual use of COVID-19 Leave must be submitted and approved on a timesheet (including monthly employees). Please review Enter COVID-19 Time on the Timesheet for guidance.

UW System has also implemented Interim Administrative Policy 1200-Interim 03, FMLA Expansion, which provides additional paid family and medical leave (FMLA) for a qualifying need related to a public health emergency. For the purposes of this policy, COVID-19 Leave used on or after April 1, 2020 count against an employee’s 12 weeks of FMLA leave if that time is being used to care for a dependent under the age of 18 whose school or place of care has been closed or is unavailable due to a public health emergency. The United States Department of Labor has made available a poster identifying employee rights for further information.

UW System President Ray Cross has indicated that employees will be granted vacation carryover flexibility due to the impact of the COVID-19 pandemic. I will communicate further details as they are available.

Thank you for all that you are doing to support the campus and each other. I recognize that this is a lot of information so feel free to reach out to hr@uwsuper.edu if you have questions.
Thanks,
Cory

_Cory Kempf_
Director, Human Resources
University of Wisconsin - Superior
P.O. Box 2000
Superior, WI 54880 - Old Main 201
715-394-8366
ckempf1@uwsuper.edu

www.uwsuper.edu/hr/index.cfm