Dear UW-Superior Employees,

We are doing our best to provide HR-related news and resources amidst rapidly changing conditions. Some good news is that our campus’ decision to begin furloughs later than all other campuses has allowed for System to work out some payroll and time issues. Below you will find information regarding the Fourth of July holiday, furloughs, and the Title and Total Compensation project.

**Fourth of July and other Holiday updates**
The Fourth of July lands on a Saturday this year. According to **System Leave Policy**, if a holiday lands on a Saturday, it becomes a floating holiday to be used anytime within the year it is earned (calendar year for University Staff, fiscal year for Faculty, Academic Staff, and Limited). You can use this time like vacation and record it via your normal leave reporting process. Furloughs will have no impact on the earning or utilization of this Fourth of July floating holiday.

Current **UW System FAQ** regarding administration of fixed holidays:

6. Will an employee be paid for a holiday that occurs while the employee is furloughed?
Revised: Thursday, May 21, 2020 - Notwithstanding **UW System Administrative Policy 1211- Personal Holiday and Legal Holiday Administration**, an employee on an intermittent furlough will receive holiday pay even when the employee takes one intermittent furlough day prior to and one intermittent furlough day following a legal holiday. *(No change)* For consecutive day furloughs, an employee would not receive holiday pay for any fixed holidays that occur during the furlough.

**Furlough Notification Letters**
A campus-wide furlough period for UW-Superior begins July 1, 2020 and ends December 31, 2020. Every employee will receive a personalized notice per requirements of **UW System Administrative Policy 1200- Interim 04 Interim: Furlough**. Notifications are expected to go out via email within the next 24 hours.

**Entering Furlough Time Guidelines**
The **UW-Superior Furlough Time Entry Guidelines** will provide important information to all employees, especially monthly paid employees who are not accustomed to entering
time to a timesheet. The following links are additional instructions provided by UW Shared Services on how to enter your furlough time for your employee category:

- Teacher Furlough
- Monthly Furlough
- Biweekly Furlough

**Title and Total Compensation**
UW System has decided to extend the Title and Total Compensation project timeline, delaying the scheduled implementation of new titles and position descriptions until 2021. The shift will allow time for employees, supervisors and human resources departments to focus on the response and recovery efforts to the COVID-19 pandemic.

**EAP**
The Employee Assistance Program (EAP) continues to be available for UW-Superior employees, including spouses or significant others, and dependents. Services available include counseling and consultation regarding wellness, mental health, legal or financial concerns.

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

Regards,
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