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## UMA COVID-19\_News\_Update from UMA HR: Child Care and School District Closings

Amie Parker

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15 MAR 2020

# Update from UMA HR: Child care and school district closings



Dear Colleagues,

With the closure of some of our K-12 schools, preschools, and daycares, we understand that some of our employees will need to stay at home to care for their dependents. We ask that you work with your supervisor to determine if you can conduct your work at home, adjust your work schedule or take vacation time or a combination of these options. Shannon and I are available to help you with these discussions if you require assistance.

If you or your dependent(s) become sick during this time and you are a benefits-eligible employee, please inform your supervisor and access your paid sick time. Visit the [University of Maine System Labor Relations web page](#) and your specific union contract for additional details. Non-Represented employees should visit their [employee handbook](#) for additional details.

If you are an employee with no vacation or sick time, please contact us as soon as possible to discuss options.

All leave time should be entered into MaineStreet promptly, or you should follow established guidelines within your department for it to be entered on your behalf so that you do not inadvertently experience any delay in pay. For those remaining to work on-site, I want to recognize this may create additional complexity in meeting the in-person coverage for your operations. Please reach out to your supervisor and/or human resources to work through solutions and strategies.

As a reminder, all faculty and staff are urged to take basic preventive measures to avoid exposure to or infection from the virus causing COVID-19. To the extent you can, we ask that you continue to maintain social distancing and utilize hygiene practices as recommended by the CDC. The HR office will remain open during this time and if we should have reason to close our physical office, we will be fully operational and available to you via phone or web technology. My cell phone number is 207-592-3618 and I am currently on call 24/7 should needs arise. Additional UMS updates can be found here: <https://www.maine.edu/health-advisory/>.

In health,

*Amie Parker, SHRM-SCP, SPHR*  
*Human Resource Director & Title IX Coordinator*  
*Interim Director of Equal Opportunity*  
*University Services: Office of Human Resources*  
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