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## **UMS\_COVID-19 Announcements\_UMS Work and Pay Guidance April 5 - June 30, 2020**

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# Work and Pay Guidance

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## UMS Work and Pay Guidance April 5 – June 30, 2020

With goals from the [Chancellor's message](#) in mind, the following guidance is provided:

1. The previously issued UMS remote work directive is extended to May 17. In accordance with this directive and the Governor's Stay Healthy at Home mandate, presence on campuses should be reduced to critical or essential operations that allow us to support students and deliver online learning.
2. Beginning April 1, the Families First Coronavirus Response Act (FFCRA) paid sick leave and paid expanded family and medical leave benefits are available to employees. These benefits are in addition to existing UMS benefits, are also available to temporary employees and may be used prior to December 31, 2020. Regular employees may continue to use the COVID-19 pay code through April 4.
3. Beginning April 5 through May 16, employees will be allowed expanded use of their accrued sick leave balances. In addition to use for personal or family illness, sick leave may be used for the following:
  - o As a supplement to the 2/3 of pay provided under FFCRA for employees who are unable to work because of their need to care for children due to school or daycare closures
  - o To replace income lost due to a lack of available work because of reduced campus operations and/or an inability to work remotely
  - o The employee's situation does not meet standard or FFCRA reasons for paid sick leave but the employee needs time away from work for other reasons associated with the COVID-19 pandemic
4. From May 17 through June 27 use of sick leave will be slightly limited as employees will be expected to cover paid time off from work for the three bulleted reasons above by using an even combination of sick leave and vacation time.
5. In cases in which an employee has experienced a full or partial reduction in work hours due to scaled back operations and/or inability to work remotely, the employee may choose to take a corresponding full or partial voluntary furlough. Key aspects of the voluntary furlough include:
  - o The employee would continue to participate in UMS benefit plans at active employee premium rates which will be allowed to go into arrears with repayment to be made when the employee returns to work.
  - o Leave accruals will be suspended or prorated accordingly during the furlough.
  - o The employee may apply for unemployment benefits, which have been significantly enhanced under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.
  - o If the employee returns from furlough and a full work schedule is still not available, they may choose to use sick leave, vacation time or compensatory time to cover any regular earnings gap.
  - o Furlough requests are subject to management approval based on departmental need.
  - o The furlough option is available to regular ACSUM, UMPSA, Service and Maintenance and non-represented employees. Faculty and members of the Police unit are not expected to see reductions in available work during this period.
6. Non-federal work study student employees will have the 3/15 – 4/4 pay guidance continued through May 2, providing they continued pay at their average wages and hours.

We hope that you can understand that the federal and state legislation and the UMS response to this crisis has evolved very rapidly. UMS Human Resources continues to work diligently to put practices, processes and general support in place to assist employees. A set of frequently asked questions is available as well as a flowchart to be helpful as you try to assess what options may be available to you.

We are also working on a training resource for employees and supervisors with additional information regarding the new legislated benefits and this new UMS guidance. We hope to make that available to you very soon.

We encourage you to stay in regular communication with your supervisor, to reach out to your HR Office or HR partner, or contact the [Employee Benefits Center](#).

