

From: [Montalbano, Ivonne](#)
Subject: UHD COVID-19 Emergency Leave & new federal leaves related to COVID-19
Date: Friday, April 17, 2020 8:54:09 AM
Attachments: [image001.png](#)

Good morning,

As we finish our fourth week of working remotely, I wanted to update you on a change to UHD's COVID-19 Emergency Leave as well provide you information about the new federal leaves related to COVID-19.

UHD COVID-19 EMERGENCY LEAVE EXTENDED

President Muñoz has extended UHD COVID-19 Emergency Leave through April 30, 2020, for all applicable employees and non-federal student workers.

UHD staff unable to telecommute that have been approved for Emergency Leave by their managers will need to submit an Emergency Leave request through PASS for the period of emergency leave granted and "COVID-19" in the Comments section.

Students under the Non-College Work-Study (NCWS) program who are unable to telecommute will receive COVID-19 Emergency Leave and be paid for the hours they were scheduled to work throughout this period. Supervisors will need to enter the hours of Emergency Leave granted directly on the NCWS student worker's timesheet.

Students under the Federal Work-Study (FWS) and Texas Work-Study (TWS) programs who are unable to telecommute will be paid for the hours they were scheduled to work throughout this period but will not receive COVID-10 Emergency Leave. Supervisors will need to enter the hours they were scheduled to work directly on the FWS/TWS student worker's timesheet.

NEW FEDERAL LEAVES

As stated in my email of April 3, 2020, the Families First Coronavirus Response Act (FFCRA) was enacted on April 1, 2020, and provides eligible UHD employees emergency paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions last through December 31, 2020.

Emergency Paid Sick Leave (EPSL) Related to COVID-19

UHD employees who are unable to work due to COVID-19, whether in-person or telework, may request EPSL. EPSL applies to all full- and part-time faculty and staff, student workers and temporary employees regardless of tenure at UHD.

Even though the FFCRA provided six qualifying reasons for this leave, all UHD employees unable to work, whether in-person or telework, would qualify for EPSL at full pay during the Harris County 'Stay at Home' order period, not to exceed 80 hours for full-time employees and pro-rated hours over a two-week period for part-time employees.

Emergency Family and Medical Leave Expansion Act (EFMLEA) Leave

EFMLEA leave is available to UHD employees if they are unable to work, whether in-person or telework, because they need to care for their child(ren) as their school or place of care has been closed, or the regular childcare provider is unavailable due to a COVID-19 public health emergency. EFMLEA leave applies to all full- and part-time faculty and staff, student workers and temporary employees employed at UHD for at least 30 calendar days who meet the criteria above.

EFMLEA leave is for up to 12 weeks from April 1 to December 31, 2020. However, if an employee has used Family and Leave Act (FMLA) leave within the past 12-month period, the employee will only be eligible for the remaining number of weeks.

EFMLEA leave is unpaid for the first 10 days of leave but employees may use any accrued leave or EPSL. After the first 10 days, leave will be paid at 2/3 of the employee's regular rate of pay up to \$200 daily and supplemented with emergency leave for the remaining 1/3. This process will be done automatically by the UHS Payroll team. Neither the employee nor the supervisor will be required to enter emergency leave in PASS for this purpose.

In the event both spouses are UHD employees and they want to request EFMLEA leave, they are entitled together to a total of twelve weeks of FMLA/EFMLEA between them during the year (rather than twelve weeks each). A jointly filed request form is required from spouses who are both requesting leave.

Intermittent EFMLEA leave is also available.

To apply for these leaves, employees must complete the [Emergency Paid Leave and Emergency FMLEA Form](#) and forward it to Benefits@uhd.edu.

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