

March 20, 2020

EMERGENCY LEAVE (COVID19)

As a result of the unprecedented events caused by COVID-19 (coronavirus) and understanding all the different scenarios that impact employees' daily work activities, the University of Houston has decided to grant "Emergency Leave" starting 3/18/2020 through 4/01/2020. It is important to note that the University is open, and therefore, Emergency leave does NOT apply for those performing remote work. Benefits eligible, non-exempt and exempt employees, can use "Emergency Leave" with managerial approval only under the following circumstances:

- Employee's work cannot be performed from a remote location and only can be performed at the work location.
- Employee's remote work location is such that the employee cannot perform the functions of the position for other reasons.

For each scenario, managerial approval is required before submission. An Emergency Leave Code is already available in our PeopleSoft system. The comment section of the leave should read "COVID-19" to be appropriately recorded.

To clarify, during this period of time, all regular leave types such as vacation, sick, bereavement, etc, should continue to be used as appropriate and will continue to require supervisory approval.

Furthermore, effective 4/2/2020 additional leave options will be available with the passing of the Federal Emergency Paid Sick Leave and the revised FMLA requirements. More details will follow in the coming days.

Should you have any questions please contact the office of Human Resources.

Thank you.

Gaston Reinoso
Associate Vice Chancellor/Vice President, Human Resources
CHRO
University of Houston System
Charles F. McElhinney Hall
3623 Cullen Boulevard
Houston, TX 77204
713-743-2603
greinoso@central.uh.edu

