FAS Leave Guidance for AVPs and Direct Reports

UT Austin was in closed status from Friday, March 13 through Sunday, March 15. Any staff deemed essential who worked during this period are to receive emergency leave in addition to regular time and pay. Please ask supervisors to clarify questions with their employees on their status, and have employees contact HRSS with questions around time entry.

From Monday, March 16 until further notice, UT Austin is in a transitional period to a modified open status. Employee status during this time is as follows:

1. Essential: Employees rendering essential campus services (such as Utilities and Police) are in work status. These employees should report for work on campus if they are unable to perform these essential services from a remote location. No emergency leave is needed if they are working.
2. Core: Employees rendering services to assist with the President’s directive to prepare the campus for modified open on March 30 are in work status. These activities include readying teaching and research for online instruction, modifying student support services, and performing core operational activities needed to support those efforts. These employees should report for work on campus only if they are unable to perform services from a remote location. No emergency leave is needed if they are working.
3. Regular activities: Employees able to discharge their regular duties from a remote location as assigned by supervisors are in work status. These employees should not come to campus unless directed/approved to do so. No emergency leave is needed if they are working.

In all instances when essential or core work functions are performed on-campus, social distancing and other prevention measures should be followed.

If you have employees that do not fall in to one of these three categories, options are as follows:

1. Cross training: If this employee can be easily cross trained to support one of the three above options, please work with them to train and assign duties effective through March 29. Cross trained employees will be in work status.
2. Professional Development or Special Projects: If employees cannot cross train, consider asking them to complete professional development modules through LinkedIn Learning. Alternatively, you may assign an employee a special project to work on independently during this time. Under either scenario, the employee is in work status.

It is the expectation that supervisors will maintain maximum flexibility in providing alternate arrangements and explore all work status options with employees. However, if the employee does still does not meet the status options listed above after pursuing all options, they may be eligible for emergency leave. Employees must be benefits eligible, working more than 20 hours per week over a 4.5 month period to qualify. AVPs should contact HRSS to support these staff.

Additional options for non-benefits eligible staff and students are still under development and will be made available as soon as is practicable.