As we continue to navigate leave and work options for the COVID-19 response, our guiding principle is to have a bias toward teleworking wherever feasible to promote social distancing, continue wages and not necessitate the need for leave or other options. We are continuing to ask managers to be creative and as flexible as possible in reviewing tasks not previously considered for remote work.

Where telework is not feasible, we ask that managers assign special projects (e.g. updating procedures, updating training materials, cross training, etc.). If none of these options are feasible, then employees should be assigned Professional Development (PD) tasks through LinkedIn Learning or other available online PD sites. The FAS HR Support Services (HRSS) site has a list of Web-Based Training Resources organized by topic for your convenience.

For employees required to work on campus to maintain critical services as outlined in President Fenves’ email on Sunday, March 15th, they should practice social distancing and other prevention strategies.

Timekeeping guidance for May 1st through May 15th include the following:

**Guidance 1:** *Employees who are working either on-campus or remotely:*
- Enter hours worked, as one normally would.

**Guidance 2:** *Employees whose duties require them to come to campus, but who express concern due to their high risk status:*
- Managers should assess the work environment to ensure that social distancing and face covering precautions are in place, and contact FAS HRSS Employee Relations to determine whether reasonable accommodations (including reasonable accommodations under the ADA) can be made. If all precautions and accommodations are in place, and employee remains unwilling or unable to work, they would use their own paid time off, including the new Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Relief Act (FFCRA).
- If employees exhaust their hours provided by the EPSL and their personal leave accruals, they may look into additional time off through existing state leave options (e.g. paid sick leave donation (SLD) or sick leave pool (SLP), then intermittent Unpaid Time Off or continuous Unpaid Leave of Absence, etc.)

**Guidance 3:** *Employees who cannot perform their regular duties remotely (for reasons other than childcare) nor do they have duties that require them to be on campus:*
- Managers should review the guiding principles stated above and have a bias toward work. If special project work, cross training or PD is not feasible and/or this situation extends beyond the department’s ability to offer such alternatives, then leave eligible employees should utilize Emergency Leave (EL) and use the time type “Emergency University Closure”.
- Please note, EL is approved through May 15th. The continued mass use of EL is being assessed. Notice will be provided when the use of EL will transition to using personal leave accruals and/or other alternative workforce planning strategies are implemented.
For non-leave eligible individuals, such as student employees without a work-study award, managers should have a bias for telework whenever feasible just as they do for leave-eligible employees. **If this is not feasible, please contact FAS HRSS Director, Angie Schoolar.**

**Guidance 4:** *Employees who cannot work due to lapses in childcare or school options:

- Managers should explore telework in addition to highly flexible work hours as much as feasible, (e.g. allowing evening and weekend hours, etc.) to accomplish the goals of the department. **If these options are not feasible and/or the employee needs additional time off to implement their minor child’s school lesson plans or provide care, the employee should look into the new EPSL and Extended Family Medical Leave (EFML) options available under the FFCRA.**

**Guidance 5:** *Employees who are well, but have been asked to self-isolate due to personal travel:*

- Now that sufficient notice has been given to the nation about the impact of personal travel, **an employee choosing to engage in personal travel will need to use their own leave accruals, including EPSL, for the 14-day isolation period, where teleworking is not feasible.** Emergency Leave is only available for critical university-related travel that requires a 14-day isolation period, where teleworking is not feasible.

*Special Note:* **New leave options under the FFCRA are effective April 1st and became available for use in the timekeeping system on April 15th. If an employee used their own personal leave accruals, e.g. sick time, from April 1st-15th for an FFCRA leave-eligible event, the employee may want to update their earlier timesheets to use EPSL. Switching out their personal leave accruals for EPSL is an employee’s personal choice.**

If you have questions about time entry or have special circumstances that do not fit into the categories above please contact:

- HRSS Processing Team: hrss@austin.utexas.edu
- HRSS Employee Relations Team: hrss-er@austin.utexas.edu
- Or call 512-471-5466 and leave a message including your name, EID, and your preferred email address.

Thank for your patience during this period of transition, and please visit the **HRSS website** for important COVID-19 updates and resources for FAS employees.