

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: Ryan Nesbit, Vice President for Finance and Administration

RE: Non-Closure Emergency Leave Procedures

Late this afternoon, the University System of Georgia (USG) issued *Non-Closure Emergency Leave Procedures* that give USG presidents the authority to allow **Leave with Pay** for emergency leave where the institution remains open but with reduced operations. The emergency leave procedures are based on guidance issued by the Department of Administrative Services (DOAS) to assist state agencies in administering any temporary office or location closures deemed necessary due to COVID-19. USG leadership has worked closely with other state agencies to implement these additional procedures that support this guidance.

While UGA and all USG campuses remain open, many operations have seen a significant reduction due to COVID-19. To support employees who are impacted by these reduced operations, the USG Human Resources Administrative Practice (HRAP) Manual provisions for Inclement Weather and Other Emergencies have been amended to include these *Non-Closure Emergency Leave Procedures* (in accordance with Board of Regents Policy 8.2.7.7). This gives presidents the authority to compensate employees for hours not worked up to the equivalent of their regularly scheduled hours per week when there is not work for those employees to perform that is essential to University operations.

President Morehead has chosen to exercise that authority in an effort to benefit as many eligible employees as possible during this emergency while also enabling the University to sustain essential on-campus services and provide for continuity of instruction.

Employees eligible for Non-Closure Emergency Leave include regular full-time and regular part-time employees who:

1. are not able to perform their regular duties through telework or other remote and flexible work arrangements, and
2. are not working as essential employees in enabling the University to sustain essential on-campus services and operations.

(Please note that while temporary student workers, rehired retirees, and other temporary employees are not eligible for Non-Closure Emergency Leave, they are still permitted and encouraged to perform their regular duties through telework or other remote and flexible work arrangements. Federal Work Study students will continue to receive their applicable financial aid for student employment during an emergency in accordance with Department of Education guidance.)

Effective immediately, vice presidents, deans, and other major unit heads are directed to reassess their staffing plans on an ongoing basis to:

1. Continue teleworking, remote work assignments, and flexible working arrangements in order for employees to perform their regular duties to the fullest extent possible.
  - a. Supervisors and managers are still encouraged to be as flexible as possible with telework and work from home assignments for all employees, including temporary, part-time, and student workers.

- b. Identify those employees who cannot perform their regular duties through telework or other remote and flexible work arrangements as eligible for Leave with Pay when there is not work for those employees to perform.
  2. Identify those employees that are to be designated as essential for your respective unit to sustain essential on-campus services and operations.
    - a. Unit heads can achieve proper social distancing for employees working on campus by implementing balanced rotational schedules within the unit's designation of essential staff whenever practicable.
    - b. Unit heads are directed to implement balanced rotational schedules for employees designated as essential. For example, a unit may have six staff designated as essential for a certain job duty and currently have all six staff members reporting to campus to work. The unit head has the ability rotate the job duties among the six staff members, which allows for the essential duties to be performed without all six staff members needing to report to work at the same time. Rotational schedules may be configured on an hourly basis whereby a staff member could work 2 to 4 hour shifts while the remaining time in the day could be covered by Leave with Pay or a combination of Leave with Pay and work from home assignments.
  3. Utilize Leave with Pay for those employees who cannot perform their regular duties through telework or other remote and flexible work arrangements and who are not scheduled to work in support of essential on-campus services.
    - a. Employees are to be compensated for hours not worked up to the equivalent of their regularly scheduled hours per week. For example, employee A normally works 40 hours per week and cannot work remotely. Through rotational scheduling, employee A is now scheduled to work in support of essential on-campus services for 8 hours on Monday and 8 hours on Thursday; Employee A should be paid 24 hours of Leave with Pay for Tuesday, Wednesday, and Friday.
    - b. Employees who are not in the Leave with Pay status will continue be compensated at their normal rates of pay.

Unit heads can contact Juan Jarrett, Tamara Freeman, or Sige Burden (542-2621) for assistance with implementing rotational work schedules for essential staff and in utilizing Leave with Pay.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost. For more information, contact Sam Fahmy at [sfahmy@uqa.edu](mailto:sfahmy@uqa.edu).*