



OFFICE OF THE PRESIDENT

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MEMORANDUM

From: Antonio Busalacchi, UCAR President
To: All UCAR Staff
RE: COVID-19: Updated info on mandatory telework/family sick leave policy
DATE: Monday, March 16, 2020

As we prepare to close our Colorado campuses tomorrow (March 17) at noon, I know that many of you have questions and concerns about the details of mandatory teleworking. I wanted to let you know that the Crisis Management Team has been hard at work developing the guidance needed to continue operating as smoothly as possible.

One particularly important interim adjustment to our policies, approved today by the UCAR President, is a **temporary change to our Family Sick Leave policy**. Effective immediately, the policy has been expanded so that staff may charge their time this code if they are unable to work because they must care for children or other family members due to closures of schools and other facilities resulting from COVID-19. In the past, this leave category has only been accessible if family members were actually sick themselves.

As a reminder, employees receive 80 hours of Family Sick Leave at the beginning of each year. If you have already used your Family Sick Leave, please contact Laurie Carr (lcarr@ucar.edu) in Human Resources to discuss other options.

We know that available leave hours may become a concern for many employees during this closure. I would like to remind you all that you can donate your unused PTO or traditional vacation hours and family sick leave hours to colleagues who may deplete their own through our existing UCAR Leave Donation Program. You can see the details about the program, as well as links to the Donation of Hours form and the Donation Request form, on the [Human Resources website](#).

The interim policy change to Family Sick Leave and other new and evolving guidance is being posted to our [centralized COVID-19 website](#). As we continue to update the website, we will highlight what is new each day in [Staff Notes Daily](#). Please read that newsletter daily to stay up to date.

Here are some highlights from the new information posted over the weekend, including the addition of several new webpages:

- **Charging time:** Guidance on the new [COVID-19 Human Resources](#) page addresses a number of topics including: how to charge your time, what to do if you are caring for a sick family member, and how to donate PTO hours to help colleagues.
- **Recruitment and new hires:** The [COVID-19 Human Resources](#) page also addresses recruitment questions, including how to onboard a new employee and what to do about ongoing recruitment efforts.
- **Technology at home:** The new [COVID-19 Information Technology](#) page has a number of FAQs at the bottom that provide guidance such as what to do if you do not have broadband internet at home, if you do not have a cell phone, and if you need IT assistance at home.
- **Support for staff:** A new [COVID-19 Support for Staff](#) page outlines details of our Employee Assistance Program and links to additional support resources.

We will be updating these pages as we continue to find solutions to this new way of working for the foreseeable future. If you have additional questions or concerns that are not answered on the website, please send them to COVID19@ucar.edu. Please note that this is a change from earlier requests to send questions to the Comms Team.

Finally, please note that the **Campus Survey Town Hall meeting** (originally planned for this Friday, March 20) has been rescheduled and will be held virtually on Friday, March 27, at the same time: 9-10:30 a.m. Please watch for details about how to call in

We are navigating uncharted waters, and I want to acknowledge the stress that this is causing. I urge all of you to take care of yourselves, your loved ones, and your communities.

We will continue to keep you updated as we know more.