



Office of the President

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April 27, 2020

To: UW System Chancellors, Provosts, CBOs, HR Directors, LL/PIOs, UWSA colleagues

CC: UW System Emergency Operation Center

Fr: UW System President Ray Cross

A handwritten signature in black ink that reads 'Ray Cross'.

Re: Coronavirus (COVID-19) Update

Good afternoon. I hope everyone had a good weekend. Here are the latest updates regarding the UW System's response to the COVID-19 pandemic.

- **Interim Policy on Extension of Carryover Maximums for Vacation, Sick and Compensatory Time through June 30, 2021.** The COVID-19 crisis has had a disruptive effect on employee schedules, including the ability to take planned time off. Some employees have vacation or personal holidays that must be used by June 30, 2020 or they risk forfeiting those benefits/paid time off entitlements. [This interim policy](#) temporarily amends several policies related to the carryover of paid leave to allow employees the option of carrying over these leave balances for an additional year.
- **Additional Furlough Policy Options.** We have made additional changes to furlough policies to provide further flexibility for managers and staff during the pandemic.
 - **Adjustment to salary base in lieu of workforce-wide intermittent furlough days for limited appointees.** Since limited appointees are at-will employees, institutions have broad flexibility to work with limited appointees to agree to temporary salary adjustments in lieu of taking workforce-wide intermittent furloughs.
 - **Temporary Workload Reduction furloughs.** The furlough policy has been revised to include additional options for Temporary Workload Reduction furloughs, which are furloughs that temporarily reduce an employee's full-time equivalency (FTE) percentage while preserving their original appointment, and ensuring a seamless return to their original appointment status as soon as financially possible.
 - **Half-day furloughs.** The furlough policy has been amended to allow furlough days to be assigned in half-day increments.
- **Supporting DHS COVID-19 Tracking Efforts.** US System Administration and UW System university employees are assisting the Wisconsin Department of Health Services (DHS) in tracing contacts of those who have tested positive for COVID-19. These are temporary assignments. If you are interested in assisting, please contact your HR director.

Please continue to check our [COVID-19 website](#) and use our tool for UW System and UWSA employees to ask questions about coronavirus-specific topics, which can be accessed on the [FAQ webpage](#) (campus credentials log-in required).

I hope everyone has a good week and thank you for all your efforts during this difficult time. Please be safe, be kind, and stay engaged.