

From: [Richard S. Holcomb, Assoc. VP for Human Resources](#)
To: hjablon@umich.edu
Subject: New Guidance on COVID-19 Paid Time Off
Date: Wednesday, April 01, 2020 3:22:00 PM

Faculty and Staff Community:

Thank you for your steadfast service, dedication and creative problem solving as the COVID-19 pandemic continues to make so many aspects of daily life feel less certain. I recognize that this uncharted course brings unique concerns about the future, and I write today with specific updates on new and existing paid time off that is available to support faculty and staff.

Starting April 1, the university will provide a new bank of 80 hours of paid time off for COVID-19-related absences as guided by the federal **Emergency Paid Sick Leave Act (EPSLA)**. This EPSLA time can be used for child care due to school or day care closure, lack of work associated with COVID-related isolation, personal illness, quarantine or care of an ill or quarantined family member. Part-time and temporary staff are eligible for a proportional amount of the 80 hours.

This bank is in addition to the university's COVID-19 emergency paid time off (PTO) bank implemented on March 13.

Today, you should begin using EPSLA time if needed for those purposes. Once that time is exhausted, you can return to your COVID-19 bank and use any remaining time you may have, as needed. Michigan Medicine employees in direct patient care roles also have access to an additional bank of time, and details are available in [Michigan Medicine Headlines](#).

If any regular faculty or staff members exhaust both banks of time before April 30, the university will provide additional hours to your COVID-19 bank to cover the remainder of time in April needed for COVID-related absences. This also applies to temporary staff for scheduled work hours.

After April 30th, if you have exhausted the EPSLA and COVID-19 PTO, you may return to use of approved vacation, sick and PTO according to regular guidelines. We are still considering plans going forward beyond April.

For faculty and staff working from home, these banks of time may not be needed. For others with reduced work, illness or child care needs, these time banks provide welcome relief during this stage of the pandemic.

The federal Families First Coronavirus Response Act also provides an expanded reason for use of Family Medical Leave (FMLA). The expansion addresses extended absences associated with child care due to school and daycare closures. Both paid time off benefits expire December

31, 2020.

More information about these paid time off policies, timekeeping codes and eligible uses can be found on the [University Human Resources website](#). Reviewing the information before completing your next timesheet will help ensure the correct sequence and coding of time off.

You can expect further guidance by the end of April. It is likely that the pandemic will cause disruption for months rather than weeks. Judicious use of the available paid time off option is recommended given the potential time horizon. We will need to continue to monitor the university impacts, public health advice, and regulatory guidance.

Please talk with your supervisor or unit human resources representative if you have questions or concerns, and take care of yourselves and your families during this difficult time. For full HR-related Q&A on COVID-19, visit <https://hr.umich.edu/2019-novel-coronavirus-covid-19>.

Sincerely,

Richard S. Holcomb
Associate Vice President for Human Resources

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