Dear COP monthly & biweekly staff, research faculty, and temporary hourly employees:

As you may know, the university has instituted a one-time bank of emergency paid time off for paid employees to use during the current pandemic. Employees are eligible for up to 80 hours of paid time off to be used in the case of quarantine, isolation or family care needs related to COVID-19 exposure, illness or other related scenario or a temporary lack of work. This emergency paid time off is prorated to appointment fraction, and individuals who do not have paid appointments are not eligible.

If you need to request time off related to the COVID-19 pandemic, according to university policy (https://hr.umich.edu/2019-novel-coronavirus-covid-19), please follow the instructions below.

1. Submit the COVID-19 one-time bank request form (attached and available at: https://pharmacy.umich.edu/mycop/covid-19-request-emergency-paid-time) to your supervisor outlining your need and the proposed time frame you are requesting. Once completed please send the request form to cop.humanresources@umich.edu for tracking purposes.
   a. **Please send any leave balance inquiries to cop.humanresources@umich.edu**

2. You will be able to use the emergency bank of paid leave (upto 80 hours, prorated for partial appointments).

3. You will also have access to your vacation bank and if applicable extended sick and/or short term sick leave bank. Please review the SPGs for Sick Time: https://spg.umich.edu/policy/201.11-0

**Reporting Emergency Paid Leave on your timesheet**

- **All regular monthly staff, research faculty, biweekly regular staff, temporary hourly employees**

Self-Service time reporting using wolverine access instructions:

Employees can report the time using a new **"RPN"** code followed by the **"PAN"** code for tracking. See a sample timesheet:

<table>
<thead>
<tr>
<th>Mon 3/30</th>
<th>Tue 3/31</th>
<th>Total</th>
<th>Time Reporting Code</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.000</td>
<td>8.000</td>
<td>16.000</td>
<td><strong>RPN</strong> Reg Pay Not Worked</td>
<td>Hours</td>
</tr>
<tr>
<td>8.000</td>
<td>8.000</td>
<td>16.000</td>
<td><strong>PAN</strong> Pandemic Tracking</td>
<td>Hours</td>
</tr>
</tbody>
</table>

Again, more information is at: https://hr.umich.edu/2019-novel-coronavirus-covid-19.

Please contact cop.humanresources@umich.edu with any questions you may have.

Best,
Jodie Dressler
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College of Pharmacy
University of Michigan
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Ann Arbor, MI 48109-1065

Group Emails: cop.humanresources@umich.edu / cop.finance@umich.edu

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