

University Housing Human Resources | COVID-19 Fact Sheet

Employee Frequently Asked Questions

May 8, 2020

Please note: This information is gathered by University Housing Human Resources and provided solely as reference for University Housing employees. Guidance in here may not apply to other areas on campus. Additionally, this information is accurate as of May 8, 2020. Information surrounding COVID-19 is frequently changing. Please contact your supervisor or University Housing Human Resources if you have specific questions.

Below are some common questions/themes that Housing HR has received from employees and supervisors. Please use this information as a starting point, but not as a replacement for reaching out to HR with questions. Many things need to be reviewed or considered on a case-by-case basis, so please ask – we are happy to help!

If you can't find what you're looking for, please let us know. This document will be continuously added to and updated.

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For furlough specific questions, please visit University Housing's Employee Furlough FAQ document:

<https://www.housing.wisc.edu/wp-content/uploads/sites/132/2020/04/furlough-faqs.pdf>

You can also visit the UW-Madison Employee Frequent Asked Questions website for more FAQ's:

<https://hr.wisc.edu/covid19/>

Communication

There is so much information available. Where should I go for COVID-19 resources as it relates to my job?

- Housing HR hosts an Employee WebEx Info Sessions every Tuesday at 10am. Visit our [Housing Employee COVID-19 website](#) for information on how to join the sessions.
- Every Thursday Housing HR emails out a Housing Employee COVID-19 Bulletin with updates from the week
- University Housing Employee COVID-19 website: <https://go.wisc.edu/s47ot4>
- UW-Madison's COVID-19 website: <https://covid19.wisc.edu/>
- UW-Madison's COVID-19 website for employees: <https://covid19.wisc.edu/for-employees/>
- UW-Madison's Office of Human Resources COVID-19 website for employees: <https://hr.wisc.edu/covid19/>
- Madison - Dane County Public Health Department: <https://publichealthmdc.com/coronavirus>

UW-Madison COVID Leave

What is COVID Leave?

A leave provision that employees can use when unable to work due to COVID19 reasons (see policy). Student employees are not eligible for COVID Leave. All requests to use COVID Leave need to be reviewed and approved by Human Resources.

Please visit <https://kb.wisc.edu/ohr/policies/page.php?id=98958> for this policy. (4/20/20)

Am I limited to 80 hours of COVID Leave?

No, as of April 1st employees are not limited to 80 hours of COVID Leave. The first version of UW-Madison's COVID Leave policy that came out on March 17th provided employees with 80 hours of COVID Leave. That policy has since been extended, and as of April 1st employees can use up to 40 hours of COVID Leave in a week (if they are full time). UW's COVID Leave is set to expire after May 15th. (5/8/20)

What happens when UW-Madison's COVID Leave policy expires on May 16th?

After May 15th, UW-Madison COVID Leave is no longer available. In this case, an employee's personal leave time will need to be used. If there's no personal leave time left, then the employee would likely be going into a leave without pay.

An exception to this is if an employee qualifies for supplemental leave under the federal legislation

- The federal legislation includes a provision for 80 hours of paid sick leave related to COVID medical reasons.
- It's important to note: if 80 hours of COVID Leave was used for medical COVID related reasons in April, then this bank has been exhausted.
- The federal legislation also allows for 12 weeks of childcare at 2/3 pay up to \$200/day. Any leave taken for this reason in April will count against the 12-week allotment. Or, if you've used FMLA for any other reasons in the year, this will also count against the 12-week allotment. (5/8/20)

For those currently on COVID leave, do we have to come back to work after May 15th?

The COVID Leave – No Work option is ending after May 15th. After this time, the workshare FTE reduction, intermittent furlough, and reassignment processes should provide appropriate levels of work. After this employees will need to work or use their own personal leave time to make up the difference.

Employees who are using COVID leave for Childcare reasons may be eligible to continue under the expanded FMLA provisions. Contact Rachel Quamme with questions.

Employees may receive up to 80 hours of paid sick leave if the employee is unable to work because there are instructed to quarantine or isolate by a medical professional due to COVID symptoms or they are caring for a family member who is subject to quarantine or self-isolation. Contact Rachel Quamme with questions. (5/8/20)

If someone is currently using COVID leave because of child care and needed to stay home for that reason after May 15th, what are the options?

Employees have the ability to use FMLA leave between now through the end of the year up to the 480 hour (12 week) allotment

- Part of it after May 15th would be funded partially through UW and partially through the employee's leave bank (or they could choose to take unpaid leave)
 - 2/3 is funded by UW (not to exceed \$200/day)
 - 1/3 is funded through the employees leave time (or unpaid) (5/8/20)

What are the reasons eligible for using COVID Leave?

Employees who cannot work because of COVID-19 issues should contact their supervisor and HR and discuss and request the use of COVID leave. COVID leave can be used for self-quarantine, (COVID-19) illness, care of immediate family member or child/elder care due to closures as a result of COVID19. (4/20/20)

I am a new employee. Can I use the COVID Leave?

Yes - all employees except student employees are eligible to use the COVID Leave, assuming there is a qualifying reason. Human Resources must review and approve all COVID Leave requests. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

What if I am having childcare issues due to school/daycare closures? Will COVID leave cover this type of issue?

Yes - Part IV of [UW-Madison's policy](#) indicates that COVID leave may be used for child and/or elder care due to school and/or day care closures. Human Resources must review and approve all COVID Leave requests. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

Can I use COVID Leave because I have additional stress or anxiety due to the COVID situation?

Employees can look into applying for FMLA for unpaid protected leave for a medical condition. Unfortunately, this isn't an area that is typically covered as a qualifying reason in the COVID Leave policy.

If I am providing child care for a grandchild, in order for the parent (i.e. my adult child) to continue working, can COVID leave be used?

The COVID-19 leave is truly meant for parents or primary caregivers with children whose child care options are no longer available.

While you would not be eligible to use the COVID Leave to take care of grandchildren, you would certainly be able to use their personal holiday, vacation, and comp time to take care of grandchildren. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

With bus schedules changing, I may not be able to work my normal schedules. How is this handled, and can I use COVID leave?

If operationally possible, your schedule can be changed while the bus schedule changes are in effect, or if your work day is just shortened, you can use COVID leave for the time you are short. You can use the COVID leave for any time that they're unable to work due to the circumstances caused by the COVID-19, including bus schedule changes. Human Resources must review and approve all COVID Leave requests. UW-Madison's COVID Leave is only available through May 15th.

After May 15th, employees can submit a request to their supervisor for schedule alterations. Schedule changes may be approved if the operations allow. (5/8/20)

If I am out sick with non-COVID19 symptoms, such as a cold or stomach bug, can I use COVID leave?

If you are out sick and not taking steps to determine if it is COVID, then COVID leave wouldn't be appropriate. Other benefit leave time could be used for cold/other illness.

If you are actively seeking out guidance about COVID from a medical provider, then you can use COVID leave. If it's determined you don't have the virus and/or told you don't need to isolate, from that point forward you

would use your own benefit leave time (sick or other time), but COVID leave wouldn't be applicable since you do not have the virus nor are being told to isolate.

Human Resources must review and approve all COVID Leave requests. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

If I have a compromised immune system, what process would I need to follow to stay home if my supervisor is requiring me to report to work? Do I have to have medical certification on file?

If you have a serious health condition or disability that is the cause of your compromised immune system and if that puts you at risk of being more susceptible to contracting COVID19 virus, you can use COVID Leave.

If exposed to COVID-19, you are eligible to request leave under the COVID-19 Leave policy.

Human Resources must review and approve all COVID Leave requests. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

If I live with an immediate family member who has an underlying health condition that puts them at a greater risk for contracting COVID-19, can I use COVID Leave to be off work?

If you have a spouse (or other family members you live with) with underlying health conditions that put them at a higher risk, COVID Leave can be used. We do, however, need some sort of documentation confirming this underlying condition. Anything can suffice, including prior FMLA certifications (which would be on file in HR already), old doctor's notes, a print-off from MyChart/an electronic medical record, etc. We are not directing employees to go to the doctor to get a current medical note nor are we asking for diagnosis, per se. Human Resources needs to review and approve and all COVID Leave requests, and can work with you what sort of documentation may be required. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

I am 60+ years old. Am I eligible to stay home and use COVID Leave?

Being over the age of 60 does not qualify as an underlying health condition. If you are over the age of 60, do not have an underlying health condition that puts you at greater risk, and telecommuting is not an option, you may not use COVID Leave time. You can, however, use your own personal leave time if you wish to be off of work.

Can COVID Leave time be banked?

UW-Madison's COVID Leave is only available through May 15th. Unused hours will not pay out. (5/8/20)

FMLA

I heard that new legislation was recently signed into law regarding COVID-19. How will this affect me?

One of the most immediate changes that the new federal legislation brought about was an increased need for documentation and tracking. This means all new requests to use COVID Leave must be reviewed and approved by Human Resources (similar to the existing FMLA process). Anyone already using COVID Leave will either receive an approval letter from HR, or a request for more documentation. UW-Madison's COVID Leave is only available through May 15th. (5/8/20)

My spouse and I both work for UW-Madison. Can we both take family leave at the same time?

Yes, UW-Madison employees are not required to stagger or split family leave.

If you are using FMLA to care for children because of school closures, you will both still receive the 12-week allotment, however it cannot be used on the same day. In other words, both parents can't take the same day off (for FMLA as it relates to childcare). Human Resources must review and approve all COVID Leave requests. (4/20/20)

If I am on FMLA leave right now, would it still be FMLA leave?

If you would otherwise be available to come to work and are needed at work, but are absent due to FMLA-related circumstances (not related to COVID), FMLA would 'over-ride' the COVID leave time and FMLA should be used. (4/20/20)

Payroll & Benefits

Vacation carryover goes until next year, but what about personal holidays and comp time?

Both personal holiday and comp time have been extended.

University Staff who still have Comp Time Carryover from 2019 now have the ability to choose between:

- having it paid out on the May A paycheck or
- save it to use between now and April 30, 2021.

If they do not use that Comp Time Carryover by April 30, 2021, the time will be paid out with the pay period that includes May 1, 2021.

If the employee chooses to have their Comp Time Carryover from 2019 paid out this year, they must send that request to Housing Payroll before May 31, 2020. (5/8/20)

I am not enrolled in health insurance right now, but would like to be due to the pandemic. Can I enroll in health insurance right now?

Unfortunately, there's no way for campus to expedite the start of the employer subsidized coverage. This is written into the Wisconsin State Statutes, so it's controlled by the legislature. (4/20/20)

Can insurances be canceled if I'm not working?

You should carefully consider whether to cancel insurances. For most insurances, employees can only cancel/lapse their insurance when they're going into an unpaid leave of absence. Please contact Housing HR at 608-262-2766 or hr@housing.wisc.edu with specific questions. (4/20/20)

Can I go into Leave Without Pay instead of using my accrued leave time?

Generally, we recommend using earned leave time before going into Leave Without Pay (deduct). We recommend this because using deduct will decrease the amount of time you earn and can use later. Full leave balances are only earned if you are in pay status for the whole year; going into Leave Without Pay will reduce

the amount of annual vacation someone will earn. Please consult with payroll before going into an unpaid status.

Campus is offering the opportunity for employees to go on a voluntary furlough, which is essentially a voluntary leave with out pay. An employee who is interested in this would need to talk with their supervisor and Human Resources, and ultimately receive approval from their Department Head. There may be benefit and leave implications by going on a voluntary furlough. (5/08/20)

Miscellaneous

If I am an essential employee working on campus and become ill, can I file a worker's compensation claim in addition to this policy?

Yes, if you believe that you work-related activities caused an illness or injury, you may file a worker's compensation claim. However, worker's compensation claims are analyzed on a case-by-case basis and involve, for instance, an analysis into the likelihood that any particular illness or injury was actually caused at work. (4/20/20)

Is housing continuing the overtime/TE Dining program for current staff?

No. Communication was sent out stating that based on the reduction in operational needs, the Dining and Culinary Services divisional overtime program will be suspended effective immediately until further notice. (4/20/20)

What is happening with parking deductions?

Effective March 23, 2020, UW Transportation Services is suspending payroll deductions until further notice. Academic Staff who are paid monthly already had March deductions processed, so they will see a deduction for the full month of March on their next paycheck. Employees are not required to make up "missed" deductions.

If you paid for your permit in full with a credit card, cash, etc. you will receive adjusted refunds for the time campus is partially closed. Refunds will not be processed until the Transportation Services offices and campus resumes full operations. (4/20/20)

What sort of professional development opportunities are available for telecommuters?

LinkedIn Learning has great opportunities! A full library of free self-paced online courses and self-study software tutorials available anytime, anywhere. Formerly lynda.com. Login to My UW with your NetID at My UW-Madison portal to view a constantly growing library of more than 4,000 self-paced online courses.

Additionally, the UW-Madison Office of Learning and Talent Development have rolled-out some remote learning opportunities.

Check out the "Professional Development" section of the Housing Employee COVID-19 website for information and links. <https://www.housing.wisc.edu/jobs/covid-19-resources/> All professional development opportunities require advanced supervisory approval. (4/20/20)

Am I eligible to file for unemployment?

While using COVID, employees are not eligible for Unemployment Insurance.

Please see the [University Housing Employee Furlough FAQ](#) for more information about unemployment.

Employees in the Work Share program are eligible to file for unemployment (5/08/20)

There have been reports of staff and students on campus who have been diagnosed with COVID-19. Who are these people and how do I know if they had contact with me?

There are confirmed cases of COVID on campus, both staff and students. Employees or students are able to self-disclose if they have been diagnosed, but because a medical diagnosis is confidential, names would not be publicly released. As per campus protocol, people believed to have come in contact with anyone that has tested positive, is notified. If an employee was not notified, they were likely not exposed by this person. (4/20/20)