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## COVID-19 One-Time Paid Time Policy

1 message

**Beth Manning** <bmannings@umich.edu>  
To: umflint-timekeepers@umich.edu

Wed, Mar 18, 2020 at 10:42 AM

Dear Colleagues,

This morning, the message below was sent to the 3D list at the Flint Campus. You are receiving this email as you are listed as a timekeeper for our area. Please work with your supervisor, director and/or Dean to manage this one time bank policy process. If you have any questions, please contact our Flint HR Office staff member you would normally contact regarding your area's timekeeping or payroll matters. If you are unsure of who to contact, please contact our main number (810) 762-3150 or send us an email at [um-flint-hr@umich.edu](mailto:um-flint-hr@umich.edu). Thank you.

Beth

Email to 3Ds - March 18, 2020 --

The University Record published an article today which provides more detail on how to use the COVID-19 One-Time Paid Time Off policy. One important tool, in understanding faculty and staff options, is available at <https://hr.umich.edu/sites/default/files/u-m-covid-19-time-off-03-17-20.pdf>. Another important tool is the COVID-19 Risk Assessment guide attached.

In an effort to further assist you with the many questions related to the one-time bank for faculty staff, and especially for temporary employees, we offer the following guidance. Please note, this one time bank of hours is expected to be funded by the employing department.

### TEMPORARY LACK OF WORK:

As stated in previous emails, all areas are trying to provide opportunities for employees to work remotely wherever possible, while still continuing operations in their units. It is understood that in some situations, employees, including temporary employees, will not have work to be performed on campus or remotely. In these situations, by approval of the supervisor, in conjunction with the Dean and/or Vice Chancellor, the COVID-19 one time bank is available for us, up to the maximum of 80 hours, prorated for part time employees and temporary employees.

### PRORATION OF HOURS:

Full time employees are eligible for up to 80 hours.

Part time employees are eligible for a prorated amount of 80 hours based on their appointment effort. Example: Employee has a 75% effort, they are eligible for 60 hours from this one-time bank.

Temporary employees, including student temporary employees, are eligible for a prorated amount of 80 hours based on either: 1) The employee's average hours per pay period since 1/1/2020, or 2) The employee's normal scheduled hours. The supervisor and department head will make the choice of which method to use, but needs to use the same choice for all temporary employees in their area. The reasons to use this one-time bank of hours is the same for temporary employees as it is for faculty and staff.

### CHRONIC HEALTH CONDITIONS:

The Human Resources Office can assist members of the UM-Flint Campus who have chronic medical conditions which could be directly impacted by the COVID-19 virus, with their work accommodations. Please contact Suzi Bye, Benefits Coordinator at [sbye@umflint.edu](mailto:sbye@umflint.edu). If a staff member needs to be home due to a medical condition, and they are not able to work remotely, and they do not qualify for the COVID-19 paid time off bank, they need to discuss their options with Suzi.

If you have any questions or need additional information, please do not hesitate to contact our office at (810) 762-3150 or [um-flint-hr@umich.edu](mailto:um-flint-hr@umich.edu). We are working to provide updates as information becomes available. We appreciate your patience as we navigate the new and ever changing COVID-19 environment. Please check the Flint campus COVID-19 website at <https://www.umflint.edu/covid-19/>

Stay safe and stay healthy,  
Beth

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 **COVID-19 Risk Assessment & Health Guidance Matrix.pdf**  
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