

To all UW–Madison employees,

A few weeks ago, we announced short-term, cost-saving measures to address the fiscal impacts of the COVID-19 pandemic. These measures include a Campus-wide, Intermittent Furlough, Work-Share program, and Position-Specific Furloughs. Many of you have received a letter with furlough or Work-Share information specific to your position. If you have not yet received this letter, you will receive it soon, unless you are exempt from the furlough requirement.*

*Employees in the following categories are generally exempt from furloughs: (1) foreign workers on H-1B or E-3 work authorization; (2) student assistants and student help employees; (3) post-degree training appointments (e.g., postdocs); (4) leadership who take a voluntary salary reduction; and (5) non-FTE appointments (e.g., temporary employees, academic staff hourly, and lump sum appointments).

Today, we would like to provide additional information that will help you understand how these measures may affect you. In this email, you will find important updates, helpful resources, and recommendations on where to go if you need assistance.

Campus-wide, Intermittent Furlough

Most employees will take unpaid furlough time through October 31, 2020. The number of furlough days is based on an employee’s annual pay rate. See the table below for reference:

<u>Annual Pay Rate</u>	<u>12-Month Appt. Furlough Days</u>	<u>9-Month Appt. Furlough Days</u>
Less than \$50,000	3	2
\$50,000 - \$80,000	4	3
\$80,001-\$150,000	5	4
More than \$150,000	6	5

For part-time employees, the amount of furlough time is prorated by the percentage of the employee’s appointment (% FTE or full-time equivalency). For example, a 12-month employee with an annual pay rate of \$60,000 is required to take 4 furlough days between now and October 31. A half-time (50% FTE) employee, with the same annual pay rate of \$60,000, is required to take 2 furlough days. This is a change from the initial information you received on the Campus-wide, Intermittent Furlough on April 29, 2020. This change is intended to address some possible inequities for part-time employees.

For the upcoming Memorial Day holiday, employees on Campus-wide, Intermittent Furlough who take furlough days on both the Friday before and the Tuesday after Memorial Day will receive holiday pay. This is a change from recent communications and allows employees greater flexibility for holiday pay on Memorial Day.

Work-Share Program and Position-Specific Furloughs

Some employees will have their hours reduced through the Work-Share program or a Position-Specific Furlough. These employees will not be included in the Campus-wide, Intermittent Furlough. The reduction in hours and timeframes under these programs differ based on work unit. In most cases, employees are eligible for unemployment benefits. For information on unemployment benefits,

including a guide on how to apply, please visit: hr.wisc.edu/covid19/furlough/#unemployment-benefits-during-furlough.

Emergency Leave

Employees who are affected by COVID-19 may qualify for paid leave under the federal program called the Families First Coronavirus Response Act (FFCRA) until December 31, 2020. Under the federal program, the amount of leave you receive may not represent your full pay. In addition, there is a limit to the amount of paid leave you are entitled to under the federal program. For more information, please visit: hr.wisc.edu/covid19/emergency-leave.

UW–Madison COVID-19 paid leave is no longer available. It was provided starting in mid-March for employees not able to work remotely or who could not work for reasons related to COVID-19. UW COVID-19 leave expired on May 15, 2020.

Phased Return to Campus

UW–Madison is undertaking a phased approach to reopening that is tailored to the needs and resources of our campus and employs strong measures to protect students, faculty, staff, and the broader community. You will be notified by your department or supervisor if you are expected to report to campus in the first phase. Those who are currently telecommuting should continue to do so until given further notice.

Additional Assistance

- [UW-Madison Guidelines: Furloughs, Work-Share Program, Reassignments and Leave Provisions](#)
- [COVID-19 Pandemic Leave Policy](#)
- Information on furloughs, Work-Share program, reassignments, and leave is available at hr.wisc.edu/covid19/furlough/. This includes overview information, instructions for reporting furlough time, unemployment benefits resources, and FAQs.
- If you have questions or need assistance, please contact:
 - The human resources (HR) department in your school, college, or division. You can find your local HR contact at hr.wisc.edu/contact/.
 - The Office of Human Resources at (608) 265-2257 or furlough@ohr.wisc.edu.

Thank you for your patience as we continue to respond to the impact of this pandemic. I am confident that we will emerge from our present challenges a stronger, more cohesive campus community.

Stay well,

Mark Walters
Chief Human Resources Officer
Office of Human Resources