



Dear Colleagues,

Since the federal law that allowed the university to provide Emergency Paid Sick Leave (EPSL) to all employees affected by COVID-19 expired Sep. 30, 2021, Human Resources would like to highlight some additional paid time-off options and other resources available to you in the event that you are impacted by COVID-19.

Flexible Scheduling and Remote Work

Human Resources encourages departments to flex schedules or allow remote work for employees who are temporarily unable to work on campus due to COVID-19, whenever possible. If your department is unable to accommodate your request for a flexible work arrangement, you may also want to consider one of the following paid time-off options.

Paid Time-Off Accruals

You may use your available sick, vacation, compensatory, and floating holiday time off accruals to care for yourself and your immediate family members in the event of an illness or injury. With the exception of sick time, you may also use your available paid-time off accruals for other pandemic related absences such as your child's school or daycare being closed, or to care for your child who is required to self-isolate.

Sick Time-Off Donation

If you have exhausted all of your own available sick time-off and you need additional time to care for yourself or an immediate family member who is ill or injured, then you may want to let those with whom you have a close personal working relationship know that you are in need of Sick Time-Off Donation. For more information about this option, please visit the [Sick Time Off webpage](#).

Sick Leave Pool

If you or an immediate family member experiences a catastrophic illness or injury and you have exhausted all of your own available paid time off accruals, you may be eligible for additional paid time-off from the Sick Leave Pool (SLP). In Mar. 2020, COVID-19 was temporarily added as a SLP eligible condition. For more information about the SLP, including information about eligibility, how to apply, and how you can donate hours to help others, please visit the [Sick Leave Pool webpage](#).

Family Leave Pool

Human Resources would like to announce the implementation of a new leave pool created by the Texas State Legislature to support leave eligible employees who have exhausted their own available paid time off accruals. The Family Leave Pool (FLP) is intended to provide employees more flexibility in bonding with and caring for a child during the child's first year, and for caring for themselves or a seriously ill family member. Implementation of the FLP will be a two-part process. On Oct. 4, 2021, the FLP will open for donations, and on Oct. 18, it will open for requests.

Since the FLP is new and starting with zero hours, its initial success depends entirely upon the generosity of employees who choose to donate a portion of their available sick and vacation time off during the first two weeks of implementation.

For more information about the FLP, including information about how to donate to the pool, please visit the [Family Leave Pool webpage](#).

Emergency Leave

If you are well, but are required to self-isolate due to a work related COVID-19 exposure and cannot telework, then you may be eligible for Emergency Leave once you have exhausted all of your own available paid time-off accruals, including any time available to you through Sick Time-Off Donation, Sick Leave Pool, and Family Leave Pool.

Staff Emergency Fund

If there is one thing we have learned from the last 18 months, it is that life throws us obstacles. The university's Staff Emergency Fund (SEF) provides limited financial assistance when you are unable to meet immediate, essential

expenses because of a temporary hardship related to an emergency situation. The SEF can help by providing a financial award of up to \$500 to eligible applicants. For more information please visit the [Staff Emergency Fund webpage](#).

Human Resources

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