College of
Agricultural & Life Sciences
UNIVERSITY OF WISCONSIN–MADISON

# CALS HR Updates for December 21, 2020

*HR Updates are published on the 1st and 3rd Mondays of each month.*

## FURLOUGH

A reminder that CALS HR's website has a section dedicated to furlough-related items, including tip sheets on approving furlough time and reporting furlough time. Supervisors and employees are encouraged to refresh themselves in these areas for round 2, which begins on January 1, 2021.

## SMART RESTART RECAP

Please see Smart Restart Recaps for campus's weekly updates. Note this will be the last Smart Restart Recap issue for 2020. The next issue will be sent on January 8, 2021.

## COVID IN THE WORKPLACE & RETURN TO WORK

University Health Services (UHS) Executive Director Jake Baggot sent a message outlining plans for phase 1a COVID-19 vaccine distribution for eligible individuals. The message was also published in Inside UW, and on December 17, 2020, this vaccine story was published on the UW–Madison news website: https://news.wisc.edu/uw-madison-finalizing-plans-to-provide-covid-19-vaccine-to-eligible-students-and-employees/. PDFs of this story are available upon request from your CALS HR team, so that you may distribute this information as you see fit. You may post these documents in common areas, share with supervisors, and use it for direct handout to employees.

Thank you for your assistance in distributing this important information.

## DDR/FFCRA UPDATE

As previously reported, effective 1/1/21, the Families First Coronavirus Response Act (FFCRA) expires. Campus provided additional flexibility under the sick leave policy (see addendum to sick leave policy), which allows employees to take leave as specified in the addendum and utilize sick leave for those absences. Vacation (not including ALRA) and personal holiday balances must be requested first and then sick leave may be requested for covered reasons.

The sick leave addendum expires on March 1, 2021.

Campus is working to revise the FFCRA request form to remove the FFCRA specific language for requests in the new year. With the new COVID-19 relief package deal reached over the weekend, we are waiting to hear from campus on next steps. More information will be shared as soon as it is available. Questions regarding the policy may be directed to your CALS HR manager.

## FACULTY/LEADERSHIP HIRING BEST PRACTICES

Faculty and Leadership Hiring Best Practices guidelines are now available on the CALS HR website here: https://hr.cals.wisc.edu/recruiting-information/recruitment-planning/faculty-leadership-hiring-best-practices/

These documents were developed by the CALS equity and diversity committee with input from a variety of college stakeholders. Please reference these when planning any new faculty or leadership recruitments.

## WELL-BEING RESOURCES

HR Tech Tip: Unplug. Take some time away if you can. The article has some how-to tips on temporarily disabling notifications on Android devices and iPhones.

## PAYROLL

University Staff who have the option to convert vacation to banked leave (including cash payouts) must make their decision before the end of the calendar year. If no option is selected before the end of the calendar year, remaining annual leave will become carry-over.

## HR UPDATE BULLETIN ARCHIVE

All previous HR Update Bulletins are now archived on the CALS HR website:
https://hr.cals.wisc.edu/administrative-resources/hr-updates/