



Human Resources
THE UNIVERSITY OF TEXAS AT AUSTIN

101 E. 27TH St., Mailstop J5600
Austin, Texas 78712-1573

Date: September 1, 2017
To: All UTMSI Employees
From: Human Resources

Subject: Hurricane Harvey Resources and Emergency Leave Timekeeping for UTMSI

Our thoughts continue to be with you, your family and friends impacted by Hurricane Harvey. If you need assistance in locating counseling resources, we encourage you to contact our **Employee Assistance Program (EAP) at 512-471-3366**, Monday-Friday, 8a-5p. After hours crisis counseling support is available 24/7 by calling 512-471-3399. Our licensed counselors can speak with you over the phone, help assess your needs and assist you in identifying local resources. Additionally, we have attached materials you may find helpful, including a list of free or low-cost local counseling resources, a guide for helping children cope with traumatic events and a coping guide for you.

If you need assistance with basic needs, the university has a Staff Emergency Fund. Our EAP counselors are available to assist staff in reviewing and applying for this option. Additionally, Texas 211, FEMA and the American Red Cross offer help in finding food and housing options.

- Texas 211 or 877-541-7905. <http://www.211texas.org/>
- Federal Disaster Assistance. <https://www.disasterassistance.gov/>
- American Red Cross. <http://www.redcross.org/get-help>
- **UT Staff Emergency Fund.** <https://hr.utexas.edu/current/services/staff-emergency-fund>

Due to the extensive damage to the UTMSI facility, Dr. Dickey has closed the UTMSI facility through September 8th. However, as conditions may change for the better and if full utility services are restored, be prepared for recall at any time. UTMSI administration will continuously assess recovery progress and conditions in Port Aransas and at UTMSI and will remain in touch with all employees. **The use of Emergency Leave is authorized for leave-eligible employees directly impacted by this closure through September 8th and will be reassessed based on the operations status of UTMSI.** Essential personnel will be involved in the UTMSI recovery efforts. Employees should be in contact with their supervisor to determine their essential personnel status and their involvement in the immediate recovery efforts.

The intent of Emergency Leave is to prevent a loss of income or a requirement to use accrued paid leave (e.g. vacation) due to a closure event. It should not generate additional compensatory time unless your position is designated as essential and you are required to work in the facility during the closure. The timekeeping guidelines for this closure event are as follows:



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Record Emergency Leave instead of regular “Hours Worked” for the hours of your scheduled work time that is impacted by the closure of UTMSI.

If your position is identified as essential and you are required to work in the facility during the hours of closure, you should record both “Hours Worked” and “Emergency Leave” on your timesheet. Essential positions are determined at the college or business unit level and are vital to the business continuity of university operations (e.g. life/safety positions, position responsible for the security of buildings, data or property, etc.).

If you were on prior approved annual or sick leave during the hours of closure, in lieu of utilizing annual or sick leave on your timesheet, you may record Emergency Leave.

If you were on Leave without Pay (LWOP) during the hours of closure, you may not substitute Emergency Leave for the duration of time not at work.

If your work location is not directly impacted by the UTMSI closure and you are able to continue working, including those approved to telecommute on an intermittent basis for events such as this, Emergency Leave does not apply. Regular work hours should be recorded.

Non-state benefits eligible employees and/or students employed in positions that require student status as a condition of employment are not eligible for Emergency Leave.

Supervisors of these employees are encouraged to consider the use of flexible work schedules to make up any missed work time during the same pay period for these employees, if business conditions permit. Additionally, while the UTMSI facility remains closed, supervisors may utilize alternate and remote work arrangements for student employees.

If you have questions about time entry, please contact the Human Resource Service Center (HRSC) at 512-471-4772 or hrsc@austin.utexas.edu.

If you have questions about the Staff Emergency Fund, please contact the EAP at 512-471-3366 during normal office hours, closed holidays.