

Office of the Dean

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Date: Tuesday, April 7, 2020 at 4:09 PM

To: ". HHP - Faculty & Staff" <hhpfacultyandstaff@hhp.ufl.edu>

Subject: New UF leave options available to help colleagues in need - donations may be entered this week up to Fri, 4/10

HHP Faculty & Staff,

Part of yesterday's HR Update (see full email below) described a new UF Program where faculty and staff may donate either sick or vacation leave to an emergency leave pool to support UF employees who have run out of leave due to the COVID-19 pandemic. The Plan allows a [leave donor to donate](#) their personally accrued leave (their choice of annual vacation or sick leave) into a UF-sponsored leave pool for use by other employees who have been adversely affected by this emergency and have exhausted all of their personally accrued leave. An employee is adversely affected if the disaster has caused severe hardship to the employee or to their immediate family members and requires the employee to be absent from work. Examples of hardship include personal medical emergencies, quarantine mandates, or inability to work or telework. A committee made up of UFHR members will evaluate that an employee meets the hardship criteria before granting awards from the pool.

Note: donations may be entered this week, **up to Fri, 4/10.**

If you're willing and able to donate (sick and/or vacation hours) to colleagues that need it, information on how to do so can be found at the hyperlink above or at:

https://hr.ufl.edu/covid-19/guidance-on-taking-leave/covid-19-leave-donation-plan/?utm_source=UF+at+Worke%3A+Sept.+18%2C+2018&utm_campaign=5446a400db-EMAIL_CAMPAIGN_2020_03_19_08_19_COPY_01&utm_medium=email&utm_term=0_84e4b998ac-5446a400db-407503389

For those of you who can, I hope you'll consider donating to this program.

Alternatively, those who may need to **request** such leave, can find more information and a link to the (online) "Request for Leave Donation Form" at the link (above).

Thanks, Dan