



Facilities Planning & Management

UNIVERSITY OF WISCONSIN-MADISON

COVID-19 Updates for Essential Staff Working on Campus

FP&M employees:

We are writing today with some important updates about lump sum payments and COVID-19 leave for essential employees working on campus.

Lump Sum Payments

Campus has implemented a program to provide lump sum payments for employees who have been identified as essential and perform on-campus work. The lump sum payments are:

- \$50 per full scheduled shift for essential employees working on campus in non-hazardous conditions. Essential employees are defined as having responsibilities critical to maintaining essential functions and services on campus, including, but not limited to, completing the academic semester and supporting students who are engaged in ongoing classes, life/safety, and Physical Plant.
- \$100 per full scheduled shift for essential employees working on campus in hazardous conditions. Hazardous conditions is defined as any of the following: (1) cleaning infected areas; (2) caring for those diagnosed with COVID-19; (3) providing food or custodial services to areas where health care providers or emergency responders are housed during the COVID-19 pandemic; or (4) conditions deemed equivalent by a division, in consultation with the Office of Human Resources (OHR).

Notes:

- Lump sum payments are available to Academic Staff, University Staff, and Temporary Employees. Limited employees are not eligible.
- Lump sum payments will be prorated when work is performed for less than the full scheduled shift.
- Lump sum payments cannot be combined for a given shift. Employees will either earn \$50 or \$100 per shift (or the prorated amount) depending on their working environment, as determined by the division.
- Lump sum payments cannot be earned when you are on leave (whether COVID-19 leave or other kinds of leave) or when you are not working on campus.
- Short visits (e.g., to retrieve something from your office, etc.) are not eligible.
- Lump sum payments can be made to recognize essential on-campus work between the dates of March 17, 2020 and April 30, 2020.

COVID-19 Leave Requirements

Essential employees working on campus are expected to report to work unless they have been directed by FP&M Management to stay home OR they have a qualifying reason to use COVID-19 Leave according to the updated [COVID-19 Pandemic Employee Work Location and Leave Policy](#). All COVID-19 leave requests must be approved by FP&M Human Resources.

To **request** COVID-19 leave, you must send an email to Mel Cottrell (mel.cottrell@wisc.edu), Rebecca Rohde (rebecca.rohde@wisc.edu), or Kula Yang (kula.yang@wisc.edu) in FP&M Human Resources with the following information:

1. Your qualifying reason for COVID-19 leave.
2. Whether you are taking COVID-19 leave on a continuous or as-needed basis.
3. The start date for your COVID-19 leave.
4. The date you will return to work.

Warning: You are not approved to use COVID-19 leave until you receive notice from Mel Cottrell, Rebecca Rohde, or Kula Yang in FP&M Human Resources.

Notes:

- Continue to use normal call-in procedures until you receive approval from FP&M Human Resources to use COVID-19 leave.
- If you do not report for your scheduled shifts while waiting for approval from FP&M Human Resources, you will be required to use personal leave or take leave without pay.

Additional Information

If you have questions about lump sum payments, COVID-19 leave, or any other pay and benefits issues, please contact FP&M Human Resources.

Best regards,

Sue Fritts
Director, Human Resources
Facilities Planning & Management

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