Hello HR Consortium: In the event you receive timekeeping inquiries about HOP 5-4130 Emergency Leave (EL) related to an employee whose home was impacted by the Austin/San Marcos area floods or evacuation activities, here are the general guidelines to share with the requesting department.

Although many of our surrounding areas were impacted by serious flooding, the campus itself was not impacted by serious flooding and remained open. If an employee was unable to report to campus due to circumstances such as school closures or weather warnings in their immediate area advising them to avoid travel and shelter in place, Human Resources encourages supervisors to work with employees regarding those missed work hours. We recommend allowing flexible schedules to make up hours during the same pay period, for positions that can accommodate flexible schedules, the use of accrued state compensatory time or banked overtime hours, and lastly, the use of annual leave or floating holiday hours.

If an employee experienced a personal emergency, e.g. their home was flooded or other extenuating circumstances, the President’s Office has historically approved up to five (5) days for natural disasters/state disaster events. Needs beyond 5 days would need to be re-assessed by the President’s Office. Employees can stay out longer than 5 days of EL, but they would be requesting to use their own annual accrued leave. The President’s Office approves the EL requests and the following guidelines for how to submit the requests are as follows:

Remember, the employee must be in a EL eligible position for emergency leave to apply:

- Employee requests EL providing the number of days and their rationale/justification for the request to their supervisor.
- The department then escalates the request using their normal department approval process leading up to the VP of the business unit (or in the case of colleges, the Dean).
- The VP and/or Dean’s office then sends the approved request to Carol Longoria, Assistant Deputy to the President, at carol@po.utexas.edu and cc her assistant, Gloria Mendoza at gloria@po.utexas.edu
- The President’s Office will review the nature and length of the request, and send approval/denial back to the requesting VP and/or Dean for timesheet authorization, if awarded.

**Note: To expedite processing, the department may use email for approval routing in lieu of a paper memo/letter. It is at the discretion of the department whether to use paper or electronic routing to the President’s Office.**

Finally, here are some resources that may assist an employee whose home has been impacted by the floods.

- UT Austin HealthPoint Employee Assistance Program (EAP)
  - [http://www.utexas.edu/hr/eap/](http://www.utexas.edu/hr/eap/)
  - 512-471-3366
- UT Austin Staff Emergency Fund
  - [http://www.utexas.edu/hr/current/services/sef.html](http://www.utexas.edu/hr/current/services/sef.html)
  - Application form: [http://www.utexas.edu/hr/forms/staff_emergency_fund.pdf](http://www.utexas.edu/hr/forms/staff_emergency_fund.pdf)
- Texas 211 Statewide Services
  - [https://www.211texas.org/cms/](https://www.211texas.org/cms/)
- Call 211
  - Central Texas Red Cross
    - http://www.redcross.org/tx/austin

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