

April 9, 2020

## **ANNOUNCEMENTS**

The Southern University System will observe Friday, April 10, 2020 as a holiday in recognition of Good Friday.

Departments requiring employees to work, to ensure the efficient administration and maintenance of facilities and other essential services, are to submit letters requesting authorization to the appropriate campus Chancellor for approval, prior to the holiday. Classified employees required to work shall be compensated at the overtime rate for each hour worked.

Human Resources, Information Technology and Finance are working on the Families First Coronavirus Response Act emergency leave timesheet codes. More information is forthcoming.

If you have been directly affected by COVID-19 or if you are taking care of a family member with COVID-19, please use sick leave (employees) and annual leave (for care of family members). If you are approved for the Families First Coronavirus Response Act emergency leave, Human Resources will make a payroll change so that you are charged sick or annual leave. Click [here](#) for more information on the Families First Coronavirus Response Act.

Employees who are not complying with the telecommuting/telework agreement will be required to use annual leave. Supervisors, please notify Human Resources if an employee is not complying with the telecommuting agreement and will be required to use annual leave.