

UNIVERSITY of **HOUSTON**  
HUMAN RESOURCES

March 24, 2020

Due to the unprecedented events surrounding COVID-19 (coronavirus) staffing plans to only keep essential personnel on campus are underway. Following city and government officials guidance, The University of Houston campus will transition to only essential operations and we will move all other campus offices to virtual service delivery by 11:59 PM on 3/24/2020.

UH Benefits eligible, non-exempt and exempt employees, who do not fall into the essential personnel category for being on campus and are unable to perform their work remotely (as authorized by Supervisor or Vice President) will receive emergency leave or maybe assigned to other duties through April 3, 2020. If health-related restrictions have not changed, the use and period of emergency leave will be re-evaluated and communicated at that time. Updates regarding emergency leave will continue to be posted on our COVID-19 (Coronavirus) website.

An Emergency Leave Code is already available in our PeopleSoft system. The comment section of the leave should read "COVID-19" to be appropriately recorded.

To clarify, during this period of time, all regular leave types such as vacation, sick, bereavement, etc, should continue to be used as appropriate and will continue to require supervisory approval. Our HR office as well as our HR Service Center will discontinue face-to-face visits and will transition into a virtual option. Please contact our HR Service center via email, telephone or skype for business for all your needs.

Should you have any questions please contact the office of Human Resources.

Thank you.

Gaston Reinoso  
Associate Vice Chancellor/Vice President, Human Resources  
CHRO  
**University of Houston System**  
Charles F. McElhinney Hall  
3623 Cullen Boulevard  
Houston, TX 77204  
713-743-2603  
[greinoso@central.uh.edu](mailto:greinoso@central.uh.edu)

