



Hualapai Human Resources Department
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4/10/2020

From: Travis Godwin, HR Director

To: All Tribal Employees

Subj: Administrative Leave due to Coronavirus (COVID-19) Cont. & Potential Furlough

Ref: (1) Hualapai Tribal Council Resolution No. 19-2020 & 23-2020

(2) Hualapai Personnel, Policies & Procedures Manual, Ch. 12.8.

(3) Tribal Council Meeting, DTD 4/9/2020

1. **Leave Period:** As per Hualapai Tribal Council Resolution No. 19-2020, 23-2020 and Tribal Council Motion on 4/9/2020; non-essential Tribal Employees will be on continued **Paid Administrative Leave from 4/12/2020 up through 5/2/2020.** This period covers 22 calendar days. However, the paid number of days will coincide with the number of days that would have been normally worked had this leave period not been granted. This period of administrative leave is an effort to limit the potential spread of and exposure to the Coronavirus (COVID-19).

2. **Paid Administrative Leave is limited to non-essential personnel only:** It is up to each Department Director to determine exactly who in the department is considered non-essential. It is the intent of the resolution to limit employees coming in to the normal work place to the maximum extent possible. Directors must determine essential functions and then determine the bare minimum employees necessary to carry out those functions. Non-essential personnel lists have already been received and do not need to be provided at this time.

3. **Working from home & Recalled while on Admin Leave:** During this period any employee who is on paid administrative leave is subject to working from home and subject to being called to come in to the workplace on a limited basis. **Employees that refuse to comply with a Director's request to work face potential disciplinary measures.** It is up to the Director to determine whether an employee can work from home or not. Directors must work with employees to come up with schedules etc. to manage the department as effectively as possible. Schedules do not need to be sent to HR for approval. Ensure that actions and plans fall in line with limiting the potential spread of and exposure to the Coronavirus (COVID-19).

4. **Travel:** It is the intent of the Paid Administrative Leave period and the resolution to limit the potential spread of and exposure to the Coronavirus (COVID-19). During this period, any

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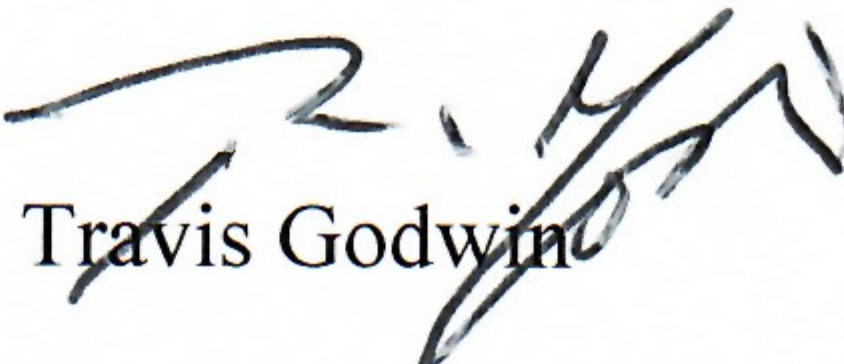
personal travel that is beyond a reasonable distance which goes against the intent of the resolution may be charged as personal leave and may be accompanied by disciplinary measures.

5. **Emergency Sick Leave:** Guidance on how to apply for and handle Sick Leave that is **related to COVID-19** during this Admin Leave Period will be sent out next week. In the meantime, employees should attempt to inform Supervisors & Directors if dealing with COVID-19 related issues.

6. **Pay Period 9:** If an employee has worked or will work in the normal setting for any amount of time, a signed timesheet is required for that employee showing their hours worked and the amount of Admin Leave taken. Turn those timesheets in as normally scheduled to the payroll office. If you have any questions regarding how to fill out said timesheets for those employees, please refer those questions to the payroll office as well. Timesheets are not required if the employee was on Admin Leave only during this period of time.

7. **Pay Period 10:** Paid Admin Leave has been extended only half-way through this pay period. Plan to keep track of Admin Leave and Actual Hours Worked during the first week of this pay period and conduct the second half as normal. If the status of Paid Admin Leave changes prior to this another memo will be generated.

8. **Potential Furloughs:** **If Furloughs are required they will not start until the beginning of Pay Period 10, 4/26/2020.** If you are an employee that will be affected by a Furlough you can expect to receive a Personal Furlough Letter from HR and to be notified well in advance of the Furlough.



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