



Hualapai Human Resources Department  
P.O. Box 179 941 Hualapai Way  
Peach Springs, AZ 86434  
(P) 928-769-2216 (F) 928-769-1191

---

5/6/2020

From: Travis Godwin, HR Director

To: All Tribal Employees

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

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

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

1. **Leave Period:** As per Hualapai Tribal Council Resolution No. 19-2020, 23-2020 and Tribal Administration; non-essential Tribal Employees will be on continued **Paid Administrative Leave from 5/10/2020 UNTIL FURTHER NOTICE.** 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.
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. **Directors are highly encouraged to check in with each of their employees at the beginning and the end of each day to ensure that the employee is held accountable for the hours while on Admin Leave, if you have any questions regarding this please contact this office.** Ensure that actions and plans fall in line with limiting the potential spread of and exposure to the Coronavirus (COVID-19).

Coleen Mahone  
Technician

Travis Godwin  
Director

Sonja Crozier  
Assistant

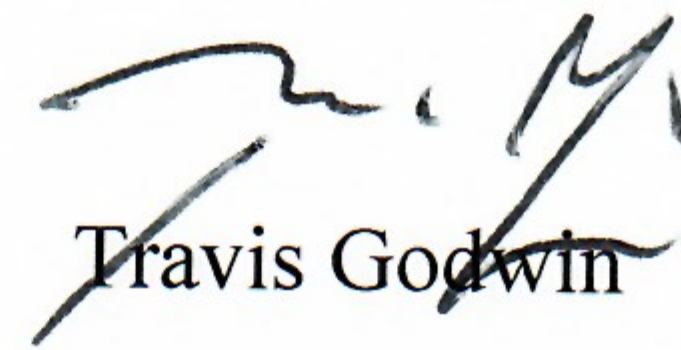
Veronica Cabrera  
Process Data Collector



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 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. **Pay Period 11 and on:** 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.

6. **Potential Furloughs:** **Potential furloughs have been pushed out until further notice.** 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 in advance of the Furlough.



Travis Godwin

Coleen Mahone  
Technician

Travis Godwin  
Director

Sonja Crozier  
Assistant

Veronica Cabrera  
Process Data Collector