



Hualapai Human Resources Department  
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Memorandum No. 28-20  
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5/12/20

From:            Travis Godwin, Director  
                    Human Resources  
To:                All Tribal Employees  
Subj:            **Exhausting Emergency COVID-19 Leave**  
Ref:                (1) Hualapai Personnel Policies & Procedures Manual Ch. 12.3, Sick Leave  
                    (2) Tribal Council Motion, DTD 4/16/2020

1. Effective April 1<sup>st</sup>, 2020, Hualapai Tribal Council expanded its definition of Paid Sick Leave to include leave for **Emergency COVID-19** related reasons.
2. Emergency COVID-19 Leave, entitles certain employees to take up to two weeks (80 hours) of Emergency COVID-19 Leave.
3. Once an employee exhausts all 80 hours of **Emergency COVID-19 Leave** the employee must do one of the following:
  - a. **Return to work** through coordination with their Department Director/Program Manager.
  - b. Use their own earned **Sick Leave** if they are still sick, or for any of the reasons listed in Ref. (1) under "Sick Leave."
  - c. Use their own earned **Annual Leave**.
  - d. Use **Leave without Pay** through coordination with their Department Director/Program Manager and Human Resources. If an employee has exhausted the Emergency COVID-19 Leave and all of their own earned leave they will need to take Leave without Pay if they still cannot return to work or aren't going to be recallable while on Paid Admin Leave.
  - e. Be placed on **Paid Admin Leave**. If an employee is a non-essential employee, was on Paid Admin Leave prior to taking any leave and is requesting to be put back on Paid Admin Leave they must understand that they are recallable to work at any time during what would be their normal working hours. **An employee on Paid Admin Leave who does not respond to a phone call etc. during what would be normal working hours is subject to disciplinary measures due to being considered AWOL (Absent Without Official Leave.)**

4. Director and Program Manager Responsibilities:
- a. Ensure each employee on Paid Admin Leave is accounted for.
  - b. Submit the proper paperwork, timesheets and leave forms, to put an employee on Emergency COVID-19 Leave if they qualify.
  - c. Track all employees time while on Emergency COVID-19 Leave so that when it is exhausted the employee is taken care of in one of the ways noted in (3) above.
  - d. It is the responsibility of Directors and Program Managers to account for employee time. Losing track of an employee's time that results in paid time where not authorized may result in disciplinary measures against the Director and Program Manager. It is your duty to ensure each of your employees are taken care of and accounted for in the proper manner.



Travis Godwin