

Subject: Instant HR/Payroll: Hurricanes and Remote Workers, New Leave Option, 9/11 Day of Service, Mason Needleworks, and More!

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From: Janet P Walker (sent by HR/Payroll Department Contacts <DEPARTMENT-CONTACTS-L@listserv.gmu.edu>)

To: DEPARTMENT-CONTACTS-L@listserv.gmu.edu

Hurricanes and Impacted Remote Workers

Please advise any of your faculty and staff who are working remotely and are impacted by either Hurricane Irma or Hurricane Harvey that DHRM Policy 4.17

http://web1.dhrm.virginia.gov/itech/hrpolicy/pol4_17.html states that they can be paid up to 80 hours for emergency disaster leave. Their hours should be submitted as "University Leave" on their timesheets.

Bereavement Leave

We are delighted to share that effective September 1, 2017, all benefited faculty and staff have received 16 hours of leave which will be available one time per year for bereavement purposes. This leave will be renewed each year on January 10 for classified employees and June 25 for faculty.

We have received a few questions and wanted to share them with you. If you have additional questions, please contact benefits@gmu.edu.

1. What is bereavement leave to be used for?
Mason is committed to supporting the work/life and well-being of its faculty and staff. For this reason, the University does not want anyone to be in a situation where they might have no leave available to use upon the death of a loved one. It is hoped that this bereavement leave will provide comfort during a very difficult and sad time. The University's goal is to be flexible, inclusive, and kind. Loved ones include the employee's spouse or partner, children, parents, siblings, grandchildren, grandparents, aunts, uncles, any of the aforementioned family members of the employee's spouse or partner, and any relative living with the employee. Family also includes biological, adoptive, step or foster parents, siblings, and children as well as any family member for whom the employee is in "loco parentis".
2. Is it retroactive?
The leave is retroactive to September 1, 2017.
3. Is supervisor approval needed to take the leave?
Yes.
4. May I take both days at once?
Yes, with supervisor approval.
5. How do I take the leave?
Eligible employees have a bereavement leave category on their timesheets with one exception. 9-month faculty will have this leave tracked within their departments. With supervisor approval, the timesheet approver will authorize during the routine timesheet approval process.
6. What proof is required?
Nothing.

While it is not the intent that anyone, including supervisors, should ask for documentation (e.g. obituary), employees should be advised that the use of this leave could be audited. Falsification of timesheet is a serious infraction and could result in disciplinary action including termination.

7. When do I receive this leave and is it paid out upon separation?
This leave is granted one time per leave year and is not paid out upon separation.
8. What if something truly cataclysmic happens?
In limited cases, extension of bereavement leave may be requested and utilized with the joint consultation/approval of the department head and HR & Payroll.

9/11 Day of Service: Volunteers Needed

Monday, September 11 is Mason's 9/11 Day of Service. This annual event is way of honoring and remembering those who were lost on 9.11.01. There are a number of volunteer projects available on-campus (and off) which could use your help. Up to two hours of volunteer service can be considered worktime with your supervisor's permission.

Please shared the attached flyers within your department:

- Day of Service schedule
- Information on the Lunch for First Responders
- A flyer on the film "Almost Sunrise" which will be shown in the JC Cinema at 6pm on Monday, 9/11

Leadership Opportunity: Mason Needleworks

For several years, Mason has had a needleworking group that, among other projects, knits and/or crochets baby hats for Mason faculty and staff who become new parents while at the University. We are in need of someone to take the helm of this group and recruit new participants. There is a great deal of flexibility in when and where the group will meet, including virtually. It would be up to you. HR & Payroll provides the green, gold, and white yarn. If you're interested or would like to learn more, please email awards@gmu.edu

VRS in Northern Virginia

Stephanie Barkalow, Member Education and Outreach Counselor, from the Virginia Retirement System (VRS) is available for individual counseling sessions at the VDOT Fairfax District Office (4975 Alliance Drive, Fairfax) on Thursday, September 14. If you are interested in scheduling an appointment, please email Stephanie directly at sbarkalow@varetire.org. We are exploring having Stephanie visit us here at Mason. Stay tuned!

From Our Colleagues in the Center for the Advancement of Well-Being

Please join us for a special presentation on well-being in higher education, "Making a Bold Commitment to Institutionalizing Well-Being in Higher Education: TecMilenio University as the First Positive University Model" by Héctor Escamilla, president of the large private University of TecMilenio in Mexico, September 25, 2 p.m.-3:30 p.m., Fenwick Library #2001 (Reading Room).

This is a wonderful opportunity for Mason as we continue to advance our well-being university agenda to learn from an institution that has made a similar commitment with a bold vision. The University of TecMilenio's mission is, "to help people define their purpose in life and provide them the competencies to achieve it."

From Our Colleagues in the Office of Compliance, Diversity and Ethics **Reasonable Accommodations for Employees with Disabilities**

Wage employees, both student and non-student, are entitled to reasonable accommodations for a

disability as described in [University Policy 1203](#). If any employee, including wage employees, lets you know that they have an impairment, and they ask for assistance or an adjustment to the job, work schedule or some other work related request, please contact the ADA Coordinator in Compliance, Diversity and Ethics., Ruth Townsend, at 703 993 8730 or rtownse2@gmu.edu for assistance.

From our colleagues in Parking and Transportation

Car Free Day: September 22 – Take the Pledge and Be Entered for Prizes

Car-Free Day is held each year on September 22 to encourage all of us to try going either “car-free” (by using public transportation, telework, biking, or walking) or “car-light” (by using car pools and van pools). What a terrific way to kick off [Healthy Campus Week](#) which begins the following Monday! Participating is easy; there are prizes; and we’re competing for some bragging rights with everyone in the [Consortium of Universities of the Washington Metropolitan Area](#).

The Metropolitan Washington Council of Governments’ Commuter Connections program sponsors the event annually in the Washington, DC area.

How can you participate?

- Faculty, staff, and students can take the pledge at www.carfreemetrod.org. You can take the pledge event if you’re already using one of these alternatives.
- If you take the pledge, you’ll be entered into a raffle for some great prizes.
- It’s also a great chance to try out an alternative transportation option. For more info on transportation options at Mason, check out transportation.gmu.edu.