

Dear USA Members:

I wanted to update you on a few things as we start our furloughs and move toward reopening the campus.

Frequently check this site for updates on COVID-19 related information including FAQs, reopening, self-checks: <https://www.umass.edu/coronavirus/human-resources>

## **VSIP**

- Decisions to separate must be received by **Friday, June 12, 2020**. For forms, FAQs and other information please visit: <https://www.umass.edu/humres/vsip>

## **Furloughs**

- Are to be **taken between 5/31 and 6/20**, unless you have been exempted.
- Supervisors and/or managers should confirm your furlough week via email or memo.
- You are **NOT** to work during this week.
- You should **not be working**, checking emails or answering messages during **your** furlough week. If supervisors are making suggestions that you should be “available, on-call or present” during your furlough week please contact the USA Office at [usa@umass.edu](mailto:usa@umass.edu)
- If your supervisors are denying requests for time off (vacation, sick, personal) during the 3-week furlough period, please contact the office. Requests should not be unreasonably denied. You cannot take accrued time during YOUR furlough week.
- For more about furloughs and unemployment insurance and how to apply for unemployment benefits during your furlough, please visit <https://www.umass.edu/worker-ed/covid-19/furlough#resources>
  - **Out of Office Messages while on furlough:** attached is a document with *suggested* “out of office” responses you might want to use on your emails/voice mail. *These materials were developed as an option for union members to use. If your department asked or requires to use a specific “out of office” message then you should do so.*

## **Returning to Campus**

The **USA Health and Safety Committee** is working with the UMass Amherst administration to address reopening concerns. USA leadership gets daily briefings from UMass Environmental Health & Safety.

***If you have specific workplace, health and/or safety questions or concerns, please contact [usahs@umass.edu](mailto:usahs@umass.edu).*** This email will be continually monitored by the USA H&S Committee. Please be on the lookout for more information.

Also, a survey to determine your primary concerns will follow soon.

*On Behalf of the USA Health and Safety Committee,  
Linda S. Fortin, Chair  
Casey Krone*

*Rob Leveille  
Sue Matysiewicz  
Keith Parenteau  
Kai Strickland*

In Solidarity,

Leslie Marsland  
USA President