

# UNIVERSITY of HOUSTON

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## HUMAN RESOURCES

May 28, 2020

This memo is to inform you that State Emergency Leave is set to expire at 11:59 pm on 5/31/2020.

Effective June 1, 2020, all UH Benefits eligible, exempt and non-exempt employees, who are unable to perform their work remotely (as authorized by their Supervisor or Vice President), will be required to use other leave accruals in place of State Emergency Leave.

Other leave accruals may include all regular leave types such as vacation and sick. These leave codes should continue to be used as appropriate and will continue to require supervisory approval.

Due to the unprecedented events surrounding COVID-19, and any new or continuing extenuating circumstances, additional leave options may be available under Federal Emergency Leave.

Please consult Human Resources if you have any questions or concerns.

Gaston Reinoso  
Associate Vice Chancellor/Vice President, Human Resources  
CHRO

**University of Houston System**

Charles F. McElhinney Hall  
3623 Cullen Boulevard  
Houston, TX 77204  
713-743-2603  
[greinoso@central.uh.edu](mailto:greinoso@central.uh.edu)

