

Hurricane Ian Resources

<https://www.ucf.edu/hurricane/>

Disaster Leave Program

<https://www.ucf.edu/news/hurricane-ian-disaster-leave-pool-for-employees/>

Faculty and staff facing severe hardships are eligible to utilize up to 40 hours of Hurricane Ian Disaster Leave (HIDL) from 10/4 through 11/3. If severe hardships continue during the 30-day period, additional hours may be available with approval from UCF HR. HR will communicate information to impacted employees who may need to request additional hours due to severe hardship.

Employees do **not** need to exhaust current leave balances to be eligible for HIDL.

Instructions for impacted employees and their supervisors.

1. Impacted employees should communicate directly with their supervisors regarding their ability to return to work and their need to utilize the hurricane leave program.
2. Supervisors can directly approve the employee's requests via email based on the eligibility criteria guidance shared below. Loss of power alone does **not** qualify for HIDL.
3. All HIDL must be reported by November 3, 2022.
4. Supervisors will need to log into Workday
 - a. Create case
 - b. For case type scroll down to HR and select "Employment Actions"
 - c. Case Title type "Hurricane Ian employee name"
 - d. For detailed description type "Please route to the SDES HR Business Center" and then provide the specific reason for the request of HIDL along with the number of hours and specific days of HIDL being requested. One case per employee or you can attach a spreadsheet with all requested info if you have multiple employees. If multiple employees, the case title would be "Hurricane Ian multiple employees"
5. Once the case has been approved, the SDES HRBC will submit the HIDL leave request on behalf of the employee.

Examples of severe hardship include displacement; the need to remediate flood damage to an employee's or immediate family member's home; loss of transportation due to flooding; inability to physically travel to campus due to road closures or obstructions; and/or inability to work or telework due to school or daycare closures.

Hourly employees who are not eligible for paid time off may apply for financial assistance through the university's Employee Emergency Relief Fund, which was created within the UCF Foundation and is funded by donors and members of our community. Instructions how to apply for a grant from this program will be shared later this week.

Leave Share Programs

If you previously donated hours to the COVID-19 Knights Care Leave Share, you should have received an email on Tuesday, 10/4 around 7:45pm. While over 10,000 hours were utilized for this leave share program, a balance remains. You have an option of receiving a pro-rated return or you can transfer your balance to the HIDL share program. HR is asking you to complete a Qualtrics form (takes 1 minute) by Tuesday, 10/18 to indicate your preference. If you do not complete the Qualtrics form, your pro-rated balance will be returned.

If you would like to donate to the HIDL share program you must do so by Tuesday, 10/18 via the following Qualtrics link https://ucf.qualtrics.com/jfe/form/SV_6nzgjjqmHGfxpXw
The minimum contribution is 40 hours and can be sick leave, annual leave or a combination. Unused donated leave remaining in the plan when it expires will be returned in the same proportion as the amount of leave donated.

Faculty and Staff Emergency Relief Fund

<https://www.givecampus.com/campaigns/31430/donations/new>

Above link is to donate to the fund. Future e-mail will explain how staff can request funds.

403(b) Plan Loan Policy

<https://hr.ucf.edu/wp-content/uploads/sites/17/Loan-Policy.pdf>

Knights Helping Knights Pantry

<https://studentunion.ucf.edu/knights-pantry/>

Has extended services through October 31st to include faculty and staff for members facing hardship.

Employee Assistance Program

<https://hr.ucf.edu/current-employees/benefits/additional-employee-benefits/employee-assistance-programs/>

1. Eligible for all UCF employees (except OPS students) and their immediate family members.
2. Twenty-four hour emergency hotline
3. In-person, telephonic or video counseling with licensed professional counselors
4. Six sessions per issue per year
5. Confidential
6. Completely free to employee (No co-pay)

Disaster Planning, Relief, and Recovery Resources Guide

<https://hr.ucf.edu/wp-content/uploads/sites/17/Disaster-Planning-Relief-Recovery-Resource-Guide.pdf>

This guide provides many resources for hurricane/disaster planning for individuals as well as links for resources such as American Red Cross, food banks, FEMA, as well as useful links about UCF policies that explain time off and pay when campus is closed.