


**MEMORANDUM****TO:** Principal Investigators, Supervisors, Project Staff, and Employees**FROM:** Kira Higa   
Director of Human Resources**SUBJECT:** **Guidance Related to Unforeseen Disruption in Work Schedules**

The following guidelines will apply to any unforeseen disruption to an RCUH employee's work schedule (e.g., prolonged power outages, natural disasters, terrorist attacks, national security facility lockouts, etc.). If necessary, RCUH will announce detailed guidelines to address specific situations. The following only applies to employees scheduled to work on the day of the disruption.

1. Employee Notification - All Principal Investigators (PIs) are responsible to notify their RCUH employees whether or not to report to work in the event of an unforeseen disruption. It is recommended that all PIs maintain current employee contact lists (including mobile phone contacts and emergency contacts) and develop and communicate their emergency notification process to all employees. PIs should also provide their contact information to RCUH employees in case their staff has any questions regarding their work status/schedule.
2. Normal workplace is shutdown - If circumstances prevent the employee(s) from reporting to their normal workplace, PIs will be responsible to determine which employee(s) will be allowed to work at an alternative workplace (i.e., another office or at home). If no alternative work or workplace is available, the employee(s) may be placed on Administrative Leave with Pay (with Sponsor Approval). Otherwise, employees will be placed on Vacation status (if available) or Leave Without Pay status.
3. Administrative Leave with Pay - In the event there is a disruption that impacts multiple projects (e.g., natural disaster impacting the state), RCUH may receive authorization from the Governor's Office to authorize Administrative Leave with Pay across affected projects. There may be urgent circumstances in which Administrative Leave with Pay may be appropriate, however, PIs must contact the RCUH Director of Human Resources immediately for further guidance. We advise PIs to check with their Fiscal Administrator to determine if their sponsor will allow paid administrative leave for emergency work disruptions. If your sponsor disallows paid administrative leave, then employees will be placed on Vacation or Leave Without Pay status (whichever is applicable). Administrative Leave with Pay is applicable for Regular-Status employees only.
4. Timekeeping - For payroll and time accounting purposes, each employee will be responsible to keep accurate time records. These records must be turned into the PI no later than the last day of the applicable pay period.
5. Disruption beyond 1-3 working days and/or no alternative work or workplace is available - Employees will be placed on Vacation or Leave Without Pay status until further notice from the PI.
6. Employees on scheduled vacation, authorized sick leave, or other authorized leaves - No change in status will occur for any employee who is already on an approved/scheduled vacation, authorized sick leave or other authorized leaves. When the employee returns from their leave, they must contact the PI for an update.