

From: [Arseneau, Skye Yolanda](#)
To: [University of Illinois Library News](#)
Subject: Excused Absence with Pay Ending May 15, 2020
Date: Tuesday, April 28, 2020 2:44:45 PM
Attachments: [image001.png](#)

Attention: The “Excused Absence with Pay” benefit will end on May 15th for all hourly employees.

Hourly employees include Undergraduate Student, Academic Hourly, Graduate Hourly, and Extra Help employees.

These employee groups will no longer receive the continuity of pay as described in the [COVID-19 Pay Continuation Protocol](#) after May 15, 2020. This date coincides with the end date for the Spring semester appointments.

If your unit continues to have remote work duties that the employee is able to complete, you may add a summer appointment to continue their employment.

We are strongly encouraging units to use JOYCE (<https://quest.grainger.illinois.edu/Joyce>) to **update appointment information for each of your hourly employees by May 11, 2020**. Instructions on how to End jobs (terminate employee), or Add jobs is located here: <https://quest.grainger.illinois.edu/Joyce/Home/Instructions>.

If you have any questions, please email libraryhr@library.illinois.edu and an HR team member will help you.

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