

# Memo

**To:** UAMS Head Start/Early Head Start Employees

**From:** Tyra Larkin

**Date:** March 20, 2020

**CC:** Dr. Eddie Ochoa

Good Afternoon Head Start,

First, I hope that each of you are well. I want to reassure you that our focus is the health and safety of our families and staff. As I am sure that you are aware, information regarding the coronavirus (COVID-19) is changing and being updated rapidly, I encourage you to read the daily UAMS Announcements provided by Dr. Mette and Dr. Patterson.

Employees were initially informed that they could work from home. If they weren't able to work from home, they could utilize vacation pay and once that time was exhausted, the time would be leave without pay. After further discussions with Sr. Leadership and Human Resources, Head Start/Early Head Start employees who are unable to work from home will be paid their regular paycheck for the week of March 16, 2020. Employees will not be required to take vacation time or leave without pay.

For the week of March 23, 2020, during Spring Break, employees will be required to take vacation since this time off has been built into our programming calendar since August 2019. Any accrued vacation time will be utilized first. Once vacation time is exhausted, the time will be leave without pay.

We are aware that our Governor has extended the public school systems return date to April 17, 2020. We are currently having discussions to determine if this will be the case for Head Start/Early Head Start. Once this is determined, we will be in contact with you. If we do extend closure we will follow the same work from home process as above, to include updated responsibilities and the same will apply for employees unable to work from home.

Thank you for staying connected with families during this time and for your patience.

If you have additional questions, please contact your Deputy Director or myself.

Wishing you all the best,

Tyra Larkin  
Program Director