

John Acardo

From: John Acardo
Sent: Friday, October 23, 2020 10:40 AM
To: John Acardo
Cc: Alyssa Balboa
Subject: Leave and Worker's Compensation

This message is being sent to all Supervisors and Chairs

Colleagues,

I write you this morning to inform you of an operational change regarding the processing of Leave, ADA Accommodation Requests, and Worker's Compensation Claims.

Our HR staff member (Michelle Jambois), who is responsible for processing in these areas has requested an immediate, extended leave through 12/20/2020. Should you have any questions or concerns regarding the above captioned matters, please address them to Alyssa Balboa (abalboa@uwlax.edu) at 608-785-8009. If she is out of the office or if you need immediate attention, please either email your Human Resource Partner or the HR main accounts at hrinfo@uwlax.edu (608-785-8013).

The HR team is reviewing all active and ongoing cases and reaching out to those individual employees to state the same about Michelle's status and to confirm they have the support and information they need to continue on/or request assistance.

Should you have any additional questions, please contact me.

JA



John Acardo

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Provide feedback | **Book a meeting with me**
PGPs: He/His/Him

