



MEMORANDUM

To: All N.C. A&T Employees
From: The Division of Human Resources
Date: July 1, 2020
RE: **COVID-19 Special Work and Leave Provisions Effective July 1, 2020,**
Until Revised or Rescinded

The following are special emergency provisions authorized by the interim president of the University of North Carolina System in response to the COVID-19 event. These provisions supersede all regular policies and are subject to modification or discontinuation by the interim president at any time based on COVID-19 developments, executive orders of the governor and the operational needs of the university.

In May, Governor Cooper issued [Executive Order 141](#), which moved the state into Phase Two and eased restrictions on travel, business operations, and mass gatherings. After consultation with the Office of State Human Resources (OSHR), we are providing updated work and leave provisions effective July 1 until revised or rescinded. The North Carolina A&T Fall 2020 Planning Committee will continue to work through the phases of the state's recovery plan and move toward returning to in-person instruction this fall.

As previously stated, teleworking is strongly encouraged under Phase 2. Some campus offices and departments have begun to open up with increased safety measures and physical distancing requirements in preparation for the fall semester after receiving approval to do so through our [Returning To Campus Plan](#). N.C. A&T will remain in Phase 2 until July 19.

The July 1 guidance includes the following key items:

- The amount of COVID-19 Paid Administrative Leave employees may use will be reduced to 1/3 (down from 2/3) of an employee's pay once FFCRA benefits are exhausted. Employees may use any accrued personal leave to make up the difference.

COVID-19 Special Faculty and Staff Work and Leave Provisions

Non-Mandatory Employees

All employees who have not been directed by their supervisor to work on-site at any particular date and time may continue to be assigned work and are expected to telework, if feasible, given the nature of their position and duties.

Mandatory Employees

Mandatory employees are those individuals who are directed by their supervisor to work at specific dates and times at a designated University worksite other than their personal residence and may or may not also be authorized for telework options. These designations may be changed by management at any time due to the ongoing operational needs of the University and COVID-19 developments. Effective June 22, 2020 designated SHRA and EHRA permanent employees will no longer receive added compensation for hours worked at the university worksite.

Families First Coronavirus Response Act (FFCRA) Leave Provisions

The federal Families First Coronavirus Response Act (FFCRA) provides two types of leave that apply to the university and provide paid leave benefits to eligible employees. This leave is counted separately from a permanent employee's normally accrued sick leave and pre-approval must be obtained by the Benefits Office for qualifying employees.

- Once FFCRA leave is exhausted, employees may receive COVID-19 paid administrative leave at one-third of the employee's pay for scheduled hours they cannot work due to the FFCRA reasons which the employee is unable to work because the employee is caring for an individual with whom the employee has a personal relationship, who is subject to a quarantine/isolation order, advised to self-quarantine or needs to care for his or her child whose school or place of care is closed.
- Once an employee has exhausted all of their accrued leave and paid time off, absences due to reasons of which the employee is subject to a quarantine/isolation order, advised to self-quarantine, or experiencing COVID-19 symptoms and awaiting a diagnosis), will receive COVID-19 paid administrative leave at 100% of the employee's pay, up to 160 hours.

FFCRA TYPES OF LEAVE	EMERGENCY PAID SICK LEAVE (EPSL)	EXPANDED FAMILY & MEDICAL LEAVE (EFML)
Does this provide medical leave for an employee?	Yes	No
Does this provide medical leave to care for a family member?	Yes	No
Is this leave available to take care of a minor child whose school or daycare is closed?	Yes	Yes
How much leave does it provide?	Up to 80 hours (Prorated for part-time)	Up to 12 weeks (Pro-rated for part-time)
Is this leave paid?	Yes (Can also be used during first 2 weeks of EFML)	After first 2 weeks
What is the cap on leave paid?	100% of regular pay, up to \$511 daily and \$5,110 total if taken to care for self 2/3 of regular pay, up to \$200 daily and \$2,000 total if taken to care for family member or for child care purposes	First 2 weeks of leave are unpaid (Employee may use other eligible paid leave) Up to 10 additional weeks paid at 2/3 of regular pay, up to \$200 daily and \$10,000 total
Can I take this leave for smaller increments than eight hours in a day?	No	Yes
Is my job protected when taking this leave?	Yes	Yes
What is the minimum period of employment before I am eligible for this benefit?	None	30 calendar days
Are part-time employees covered?	Yes	Yes

COVID-19 Paid Administration Leave & Other Leave Provisions for Permanent Employees

Paid Administrative Leave is payable at **one-third** of the employees pay for:

- Employees who are not expected to report to a University worksite but cannot telework because their position and duties cannot be performed remotely, and because reasonable alternate remote work is not feasible or productive, may receive COVID-19 paid administrative leave at one-third of the employee's pay for the scheduled hours they cannot telework

Paid Administrative Leave is payable at **two-thirds** of the employees pay for:

- For elder care needs due to COVID-19-related elder care facility closings, employees may receive COVID-19 paid administrative leave at two-thirds of the employee's pay for the period of scheduled time they are unavailable due to providing elder care. This leave is provided equivalent to the same compensation rules and eligibility requirements applied to FFCRA for child care.
- This also means that the maximum elder care benefit for an employee is 12 weeks (or fewer, depending on the employee's FMLA eligibility). Once all FFCRA-equivalent leave is exhausted, employees may receive COVID-19 paid administrative leave at one-third of the employee's pay for scheduled hours they cannot work due to elder care needs

Other COVID-19 Leave Provisions

- Employees may use 40 hours of **Paid Communicable Disease "Make-up" leave** for child care needs due to a school or child care closing (after all FFCRA leave benefits have been exhausted) or for elder care needs (after all Paid Administrative Leave benefits have been exhausted). Employees must make up this time within 24 months, similar to the make-up provisions in the Adverse Weather and Emergency Events policy, apply accrued personal leave or paid time off to pay back the leave, or take leave without pay.
- If more than one person in the household is a state employee, then the employees are expected to work with their supervisors to determine how to allocate paid administrative leave to avoid inappropriate overlap of leave usage for child and elder care needs.
- If more than one person in the household is a state employee, then the employees are expected to work with their supervisors to determine how to allocate paid administrative leave to avoid inappropriate overlap of leave usage for child and elder care needs.
- Employees who were on other pre-approved leave or are unavailable for reasons other than provided above must use available and applicable leave types; e.g. vacation leave, parental leave, bonus leave, compensatory time, or take leave without pay.
- Through December 31, 2020, employees may use accrued sick leave, vacation leave, and bonus leave interchangeably, regardless of the reason for the employee's absence.

For more on FFCRA leave provisions, review the updated [UNC Policy Manual 300.2.15\[R\]](#), the [FFCRA FAQs](#), the [FFCRA Request Form](#) and the [FFCRA one-page overview](#). Information on how to apply for FFCRA leave provisions are posted on the [Return to Campus webpage](#). Questions? Contact the Benefits Office at hr.benefits@ncat.edu or 336-334-7862.

Please Note: Disruption in elder care, not working due to high risk, or being unable to telework due to the nature of your job are not valid qualifications under federal guidelines. Individuals who do not qualify for FFCRA in those situations, may use COVID-19 Administrative Leave, their own accrued leave or leave without pay subject to supervisor approval.

If you have any questions please contact the Division of Human Resources via email at hr@ncat.edu or at 336-334-7862.