

**REVISED: COVID-19 Faculty and Staff Leave Provisions**  
**March 17 Through March 31, 2020**

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The following are special emergency provisions authorized by the interim president of The University of North Carolina in response to the COVID-19 event. These provisions will be subject to modification or discontinuation by the interim president at any time based on COVID-19 developments and the operational needs of the University.

**IMPORTANT: Revisions to Employee Designations**

Effective immediately, the following revised mandatory and non-mandatory employee designations will remain in effect until they are modified or discontinued by the interim president of the UNC System:

**New Mandatory Employee Designation:**

**Mandatory employees are those employees who are directed by their supervisor to physically report to work, at a designated University worksite not their personal residence or alternative location, at specific dates and times.**

Note: If a mandatory employee is not required to physically report to work on-site, then the employee should follow the revised guidelines as they apply to non-mandatory employees until they are required to report to work.

Special consideration should be given to mandatory employees who are determined to be “high risk” for contracting COVID-19 or experiencing greater complications (i.e., over 65 years of age; have underlying health conditions, including heart disease, lung disease, or diabetes; or a weakened immune system) or who are providing care to someone at high risk. **These employees may be allowed to work remotely or apply other special leave provisions below.**

**New Non-mandatory Employee Designation:**

**Non-mandatory employees are those employees who have not been directed by their supervisor to report to work onsite at any particular date and time.**

Non-mandatory employees will continue to be assigned work and will be expected to work remotely, if feasible given the nature of their position duties. If a non-mandatory employee is unable to work remotely, the special COVID-19 leave provisions apply.

**Temporary Designation of Mandatory Employee Status:**

For employees (including temporary employees and student workers) who are designated mandatory for a temporary duration, the supervisor should complete the [Temporary Designation of Mandatory Status Form](#). Completing the form serves as documentation of this temporary status change and allows card access changes for university buildings as needed. No other action is required in the processing of these forms by managers and HR Leads.

**Building Access:**

Due to this public health emergency, regardless of an employee's mandatory or non-mandatory designation, an employee's current building access permissions will remain unchanged.

**Pay for Mandatory and Nonmandatory Employees:**

All employees will receive their regular pay for time worked while the university is open.

**COVID-19 Special Leave Provisions**

**Paid Administrative Leave**

Special paid administrative leave provisions are per the employee's regular work schedule (or typical work schedule for temporary employees and student workers as determined by management) and **do not include overtime or other special pay provisions. In no case shall paid administrative leave exceed forty (40) hours per week.**

**Mandatory AND Non-Mandatory Employees (including temporary employees and student workers):**

Will receive **paid administrative leave** for the period of time they are unavailable to work for the following reasons:

- Childcare or eldercare needs due to COVID-19-related facility closings;
- Sickness due to symptoms of a cold, flu, or COVID-19; or
- Caring for a dependent with symptoms of a cold, flu, or COVID-19

All other medically related absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if shared leave has been previously approved.

**Non-Mandatory Employees (including temporary employees and student workers):**

Will receive **paid administrative leave** if they cannot work remotely because their position duties cannot be performed remotely and reasonable alternate work is not feasible or productive.

Note: Non-mandatory employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than provided for in the special COVID-19 provisions must use available and applicable leave types; e.g. vacation leave, parental leave, bonus leave, or compensatory time.

**Part-Time Mandatory or Non-Mandatory Employees (including temporary employees and student workers):**

For part-time employees with irregular schedules, **paid administrative leave should consider the employee's average hours per week over the course of a month**.

***Scenario Examples:***

*Mike's supervisor directs him to report to work Tuesdays and Thursdays from 9 to 5. Mike is a mandatory employee for those hours, and a non-mandatory employee for the remainder of the week. When Mike is not onsite, he will be expected to work remotely or use available leave, including special leave provisions as noted above if applicable.*

*Kim is a non-mandatory employee and a single parent to a kindergarten-age child. With the closure of the public schools, Kim is the sole caregiver to the child during the day. Kim cannot work remotely during the day due to childcare responsibilities arising from COVID-19 facility closures, but Kim can complete some of work duties by teleworking. Kim arranges with her supervisor to work remotely for 20 hours per week outside her regular work schedule and will receive 20 hours of paid administrative leave for the period of time dedicated to childcare.*

*Terry is a non-mandatory employee who is assigned to work remotely. After two days of working from home, Terry has an accident resulting in injuries that require hospitalization. Because Terry is unable to work during this time due to non-COVID-19-related health issues, Terry must take sick leave for the time they were unable to work.*

*Pat is a mandatory employee who has been assigned to report to work at a particular date and time. Pat is 65 years old and has an underlying lung condition. Because Pat is in a high risk group for COVID-19 infection, they should be allowed to work remotely, if feasible; if working remotely is not an option given the nature of the work, then Pat should be granted paid administrative leave.*

*Sam is a temporary employee who averages about 15 hours of work per week. Sam's duties cannot be performed remotely and are not considered mandatory. Sam would receive paid administrative leave for their regular hours of work using 15 hours per week.*