

**ADDENDUM COVID-19 SPECIAL FACULTY AND STAFF WORK AND  
LEAVE PROVISIONS EFFECTIVE MAY 01 – MAY 08, 2020**

(Issued 04-29-2020)

**In accordance with UNC System Guidelines, the April 1 – April 30, 2020 COVID-19 Special Faculty and Staff Work and Leave Provisions (issued 03-26-2020) remain in effect and have been extended through May 8, 2020 with the following additional provisions.**

**Additional Guidance on Mandatory Employee Special Compensation**

For the period May 1, 2020 to May 8, 2020, the University will grant COVID-19 special compensation (as added pay, or equivalent compensatory time) to eligible mandatory employees at the rate of 1.5 hours of compensation for each hour required to be worked on-site in a work week. The maximum work hours that an eligible mandatory onsite employee may receive special compensation is 40 per work week.

**Families First Coronavirus Response Act (FFCRA) Leave Provisions**

1. The Families First Coronavirus Response Act (FFCRA) provides up to two weeks of Emergency Paid Sick Leave to all active employees (both permanent and temporary) and provides an Expanded Family & Medical Leave (FML) benefit for employees who need to care for their child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons. This leave is counted separately from a permanent employee's normally accrued sick leave.
2. Employees may use COVID-19 Paid Administrative Leave to supplement any partial pay for all days on which Emergency Paid Sick Leave and/or Expanded FML is used in order to maintain the employee's full day of pay.
3. The effective date of the FFCRA Leave programs is April 1, 2020. NC State has implemented the leave provisions effective as of May 1.
4. Eligible employees requesting to use FFCRA, between April 1st and April 30th for a qualifying event will be retroactively approved.
5. For further information and requirements, refer to [UNC Policy Manual 300.2.15\[R\]](#), effective April 1, 2020, and related Frequently Asked Questions, or visit the NC State [FFCRA website](#).