

WORK/LEAVE OPTIONS

For Parents of School-Age Children During COVID-19



REMOTE WORK

With approval from their supervisor, employees may continue to work remotely if their responsibilities allow.

Employees can talk with their supervisors about adjusting their work start or end times to provide childcare coverage, virtual school assistance, or other support.

FLEXIBLE SCHEDULING

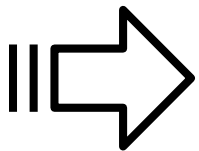


REQUEST REDUCED SCHEDULE

Employees can talk with their supervisors about reducing their work hours for a period of time. Although this would affect the employee's paycheck, it may be an option for some.

NC State has established a special [COVID-19 voluntary shared leave program](#) for employees who have child/elder care issues. Contact University Human Resources for availability.

SHARED LEAVE BANK



ADVANCE LEAVE

In some instances, NC State University may be able to provide vacation or sick leave in advance of its accrual over the next several months. Talk with your supervisor or University Human Resources.

The [Faculty and Staff Assistance Program \(FASAP\)](#) can provide resources or counseling on personal, financial, legal, or family matters.

EMPLOYEE ASSISTANCE PROGRAM



OTHER ASSISTANCE

Employees enrolled in any of the supplemental retirement programs may be eligible for COVID-19 loans or hardship distributions due to the federal CARES Act.