



# Employee Work and Leave Provisions Summary

May 1-8, 2020

UNC System Interim President Bill Roper has approved special emergency provisions for SHRA and EHRA non-faculty employees to help them during the COVID-19 pandemic. These provisions override all regular policies and can be changed by Interim President Roper at any time based on the development of our COVID-19 response and the operational needs of UNC Pembroke. Special paid administrative leave must occur within the employee's regular work schedule (or typical work schedule for temporary employees as determined by their supervisor).

You can find the UNC System on COVID-19 special faculty and staff work and leave provisions when you log into BraveWeb. Please refer to this guidance for additional details.

## **MANDATORY OPERATIONS**

In accordance with the new guidelines, mandatory operations include, but are not limited to, the following essential functions that relate to: public health and patient care; public safety; operation of critical infrastructure and facilities; operation and safety of sensitive research labs; supporting the humane care of laboratory research animals; the care of persons or property for whom the university has a duty to continue to serve; and remaining onsite students and instructional support services.

COVID-19 mandatory employees are those that must report on campus to perform these essential functions referenced above. All other employees are expected to telework, if feasible.

## **TELEWORKING**

As a reminder, employees who have been directed by their supervisor to work remotely or at an alternate location, should be teleworking through May 8, 2020, in accordance with the Governor's stay at home order. All teleworking employees must complete the telework agreement form for the period of May 1- 8, 2020, obtain supervisor approval and send to the Office of Human Resources. For appropriate instructions and forms, please visit [uncp.edu/hr](http://uncp.edu/hr).

## 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. The Chancellor has the discretion to exclude health care providers and emergency responders from eligibility. 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. Institutions must implement and communicate these leave provisions no later than May 1.
4. For further information and requirements, refer to UNC Policy Manual 300.2.15[R], effective April 1, 2020, and related Frequently Asked Questions.

## ADMINISTRATIVE LEAVE PROVISIONS

Administrative leave provisions previously directed in the March 19 memo will continue through May 8. Categories that enable an employee to request special leave are listed and explained below:

**High-Risk Mandatory Employees:** Special consideration should be given to mandatory employees who are determined to be "high risk" for contracting COVID-19. Supervisors may allow these employees to telework or approve other special leave.

Employees in the "high risk" category meet one of the following conditions:

- Are over 65 years of age
- Have underlying health conditions, including heart disease, lung disease, or diabetes
- Have a weakened immune system
- Are providing care to someone at high risk.

**Employees with Child Care and Elder Care Issues:** Employees who can't work because they have child care or elder care needs due to COVID-19-related facility closings will receive paid administrative leave for the period of time they are unavailable. If more than one person in the household is a state employee, then the employees are expected to work with their supervisor to determine how to allocate paid administrative leave to avoid inappropriate overlap of leave usage.

**Employees Unable to Telework:** Employees may receive special paid administrative leave if they cannot telework because their position and duties cannot be performed remotely, and reasonable alternate remote work is not feasible or productive.

**Employees Who Are Sick from Cold, Flu or COVID-19:** Employees who are sick due to symptoms of a cold, flu or COVID-19 or who are caring for a dependent with such symptoms may receive paid administrative leave. All other absences will utilize regular forms of leave such as sick, vacation and bonus leave, or shared leave if approved.

**Employees who were on other Pre-Approved Leave:** Employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than provided in the special emergency provisions must use one of the available and applicable leave types:

- vacation leave
- parental leave
- bonus leave
- compensatory time
- take leave without pay

**Part-Time Employees:** For part-time employees with fluctuating schedules, paid administrative leave may be applied, but consideration should be given to the employee's average hours per week over the course of a month. In no case shall paid administrative leave exceed forty hours per week.

**Temporary Employees:** Chancellor Cummings will continue to offer full or partial special leave provisions to temporary employees based on available funds and operational needs.

**Student Employees:** Concurrent with the last day of classes and the end of existing student employment contracts, special administrative leave provisions for students will end on April 30.

#### **Administrative leave process:**

Under the current process, supervisors should continue to complete the attached excel spreadsheet to include employee name and other information; also, indicate who should be paid the administrative leave and note the specified period.

- Employees and supervisors should not enter hours in employee self-service (BraveWeb).
- Supervisors should enter, in the comments section only, the period during which the administrative leave applies.
- Supervisors should complete the attached spreadsheet and return it to the appropriate OHR employee as indicated below

#### **CONTACTS**

For permanent, benefit-eligible employees (SHRA & EHRA non-faculty) contact Paula Peterson-Campbell, paula.campbell@uncp.edu

For temporary and student employees contact Rhonda Locklear, rhonda.locklear@uncp.edu and/or Kelley Koch, kelley.koch@uncp.edu