COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS

EFFECTIVE JANUARY 13, 2022 THROUGH END OF PUBLIC HEALTH EMERGENCY OR UNTIL REVISED OR RESCINDED

The following are special emergency provisions authorized by the president of The University of North Carolina in response to the COVID-19 event. These provisions supersede all regular policies and are subject to modification or discontinuation by the president at any time based on COVID-19 developments, executive orders of the governor, and the operational needs of the University. All paid administrative leave provisions are per the employee’s regular work schedule (or typical work schedule for temporary employees as determined by management) and do not include overtime or other special pay provisions. Where implementation decisions are noted as a chancellor’s or institution’s discretion, this includes a chancellor’s authorized designees. This document does not apply to employees of UNC Health, who are governed by that entity’s policies.

COVID-19 PAID ADMINISTRATIVE LEAVE AND OTHER LEAVE PROVISIONS FOR PERMANENT EMPLOYEES

Note: While management will give every possible consideration to individual personal circumstances, management has the discretion to deny or defer special leave provisions (below) for mandatory employees whose presence is determined necessary to address urgent public health, public safety, or critical infrastructure needs.


2. COVID-19 VACCINATIONS: Institutions may allow paid time worked for permanent and temporary employees to receive the COVID-19 vaccine during work hours, with supervisor approval, not to exceed eight hours in a single day. This paid work time is also provided for a second dose and/or booster shot(s) of the vaccine, if required, also not to exceed eight hours in a single day.

3. COVID-19 PAID ADMINISTRATIVE LEAVE:
   a. Use of this COVID-19 Paid Administrative Leave for the purposes listed below is cumulative from March 16, 2020, through the end of the public health emergency. If an employee used FFCRA emergency paid sick leave in 2020 for any of the reasons listed below, then those hours must be deducted from any remaining COVID-19 Paid Administrative Leave available through this section.
   b. Employees may receive COVID-19 Paid Administrative Leave under the following conditions:
      1) the employee is subject to a quarantine or isolation order, or has been advised to self-quarantine or self-isolate by a health care provider or public health official, and the institution determines that the employee cannot telework; or
2) the employee experiences a reaction to their COVID-19 vaccination or booster shot that prevents them from returning to work, either on the day of the vaccination/booster or on the following day. This leave may be applied retroactively to January 1, 2021 for any employees who have received the COVID-19 vaccine and experienced a reaction. For continuing adverse reactions experienced beyond the day after vaccination/booster, employees must use their own accrued personal leave.

c. Under the conditions above, COVID-19 Paid Administrative Leave is allocated as described below:

1) The employee may receive up to 80 hours of COVID-19 paid administrative leave for the absences prior to using any accrued personal leave and paid time off.

2) Once this 80 hours has been exhausted, the employee must use their accrued personal leave and paid time off for the absences.

3) Once the employee has exhausted their accrued personal leave and paid time off, then the employee may receive an additional 80 hours of COVID-19 paid administrative leave for the absences.

NOTE: Employees who have symptoms of a communicable disease and are required to stay home, or who are ill with the communicable disease, must not return to work until they are fully recovered in accordance with current CDC or NC Department of Public Health guidelines. Employees should also refer to their institution’s return to work guidance and resources before turning to onsite work.

4. DUAL STATE EMPLOYEE HOUSEHOLD: 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 leave to avoid inappropriate overlap of leave usage for child and elder care needs.

5. OTHER ABSENCES: Employees who are on other pre-approved leave or who are otherwise unavailable for reasons other than provided above cannot use paid administrative leave as described in this document for the absence and must use their accrued personal leave and paid time off for hours not worked.


7. PART-TIME/FLUCTUATING SCHEDULES: For part-time employees with fluctuating schedules, COVID-19 paid administrative leave may be applied as allowed above, 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 40 hours per week.

8. REMOTE WORK AND FLEXIBLE WORK ARRANGEMENTS: Institutional use of flexible work arrangements, including telework and alternate work schedules provided under the public health emergency provisions of the Communicable Disease Policy, ended June 30, 2021. Institutions may continue to employ temporary work arrangements, including teleworking, through June 30, 2022, in order to complete the implementation of their internal policies for ongoing remote work and other flexible work arrangements.

9. OTHER PROVISIONS: For other provisions not addressed in this document, refer to the Communicable Disease Emergency Policy.

**EXPANDED COMMUNITY SERVICE LEAVE (CSL)**

10. COVID-19 RELATED SCHOOL SERVICE: Effective January 12, 2022 and extending through February 15, 2022, Community Service Leave may be used as described below for service as a substitute teacher or in another role in a school or school district, such as a substitute school bus driver or cafeteria worker, that meets the duties of staff who are temporarily not available.

   a. CSL may be used to spend time training to be a substitute teacher, substitute teacher’s assistant, or other substitute staff at a school or school district.

   b. CSL may be used for activity in the schools, regardless of whether they receive pay for the activity. For private schools, CSL cannot be used for any portion of the day in which the employee is participating in a religious assembly or promoting religious activities.
Institutions must track the following to record usage of CSL for these new purposes: the number of employees who do this, the number of hours that they volunteer, and in which school districts, starting Jan. 12 and continuing through Feb. 15. See a list of websites that explain each school district’s substitute program.

11. **COVID-19 RELATED SCHOOL SERVICE:** Employees were granted up to 80 hours of Expanded Community Service Leave (CSL) for service with non-profit organizations on COVID-19-related volunteer activities, effective January 1, 2021. This expanded CSL ended June 30, 2021, and any unused portion of the 80 hours was forfeited. These hours were accounted for separately from an employee’s regular annual allotment of 24 (or 36) hours community service leave.

12. **TUTORING AND MENTORING:** During the state of emergency and when a school mandates or offers virtual classes, employees may choose the 36-hour tutoring and mentoring option under CSL as part of a formal standardized program or a non-conventional tutoring/mentoring arrangement. For example, tutoring sessions may be carried out in a virtual and/or in-person environment, performed as part of a remote student cohort, or could include activities with an employee’s own child(ren). These provisions expand the policy definition of “at-risk” students to include those that, by virtue of their circumstances, are more likely than others to fail academically, particularly in a virtual academic environment, and who require temporary or ongoing support to succeed academically.

**MANDATORY AND NON-MANDATORY EMPLOYEE DESIGNATIONS/COMPENSATION**

13. Designation of employees as mandatory and required to work on-site under the Communicable Disease Policy for this public health emergency ended June 30, 2021, and any additional compensation eligibility provided to these employees (if still employed by an institution) for mandatory on-site work also ended June 30, 2021.

14. The institution shall have the discretion to award COVID-19 special paid compensation or equivalent compensatory time as a lump sum payment, as a series of payments, as paid leave, or in any combination, within 12 months of the date of accrual. Accrued COVID-19 compensatory time must be paid out within 12 months of accrual, and this time is paid out at the employee’s hourly rate of pay.

15. For FLSA-exempt employees who accrued COVID-related compensatory time that has not been either used or paid out by March 1, 2021, the chancellors have the discretion to extend the payout date through March 1, 2022 to allow additional time for the employees to use the accrued compensatory time.

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