

## **COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS THRU MARCH 31, 2020**

Effective Wednesday, March 18, 2020 thru Tuesday, March 31, 2020 only those employees designated as “mandatory” should report to their designated campus work stations. All other “non-mandatory” employees are directed to not report to work onsite and are expected to telework if feasible given the nature of their position duties. In those instances where telework may not be feasible or where an employee may be unable to work due to child care or specific health concerns, the UNC System has approved special leave provisions. A complete overview of these policy provisions is provided below. Specific questions regarding status as “Mandatory” or “Non-Mandatory” should be directed to the appropriate supervisor.

### **Employee Designations, Work Assignments, and Compensation**

- Mandatory employees are those employees who are directed by their supervisor to physically report to work, at a designated University worksite other than their personal residence, at specific dates and times. Mandatory employees are employees who perform functions that are critical to ensuring the continuity of core university operations that cannot be performed remotely. **These designations may be changed by management at any time due to the operational needs of the University and COVID-19 developments.**
- 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 telework or apply other special leave provisions outlined below.
- 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 telework if feasible given the nature of their position duties.** If not, special COVID-19 leave provisions apply. **Non-Mandatory employees must not report to their on-site work location.**

### **COVID-19 Special Leave Provisions**

- Mandatory or non-mandatory employees (including temporary and student employees) who cannot work because they have childcare or eldercare needs due to COVID-19-related facility closings will receive paid administrative leave for the period of time they are unavailable.
- Non-mandatory employees (including temporary and student employees) who are unable to telework will receive paid administrative leave if they cannot telework because their position duties cannot be performed remotely and reasonable alternate remote work is not feasible or productive.
- 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. In no case shall paid administrative leave exceed forty hours per week.
- Any mandatory or non-mandatory employees (including temporary and student employees) who are sick due to symptoms of a cold, flu, or COVID-19 or who are caring for a dependent with such symptoms will receive paid administrative leave. All other medically related absences will utilize regular forms of leave such as sick, vacation, and bonus leave, or shared leave if previously approved.
- 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.

## 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 telework 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 telework 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 telework 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 telework. 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 telework, if feasible; if teleworking 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.*

***Note: The above 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. Special 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.***