

UPDATED COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS
WESTERN CAROLINA UNIVERSITY
Effective August 15, 2022

In conjunction with Governor Cooper's rescission of the COVID-19 Public Health Emergency for the State of North Carolina on August 15, 2022, The following COVID-19 Special Faculty and Staff Work and Leave Provisions are being rescinded.

1. **COVID-19 VACCINATIONS: (ENDING AUGUST 31, 2022)** The University will allow paid time work for permanent and temporary employees to receive the COVID-19 vaccine and/or booster during work hours, with supervisor approval, not to exceed eight hours in a single day. This paid time is also provided for a second of the vaccine, if required, also not to exceed eight hours in a single day.

2. **VACCINATION ADVERSE REACTION: (ENDING AUGUST 31, 2022)** COVID-19 paid administrative leave for adverse reactions to COVID-10 vaccines, only same-day as vaccination or next-day.

3. **COVID-19 PAID ADMINISTRATIVE LEAVE: (ENDING AUGUST 15, 2022)**
 - a) **Use of 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 below, then those hours must be deducted from any remaining COVID-19 paid administrative leave available through this option.

 - b) Employees may receive COVID-19 paid administrative leave under the following conditions:
 1. The employee is subject to a quarantine order, or has been advised to self-quarantine by a health care provider or public health official, and the institution determines that the employee cannot telework; or

 - c) Under the above conditions, 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.
 4. Temporary employees and student workers are eligible for up to 80 hours of COVID-19 Paid Administrative Leave when meeting one of the eligibility criteria described above.

4. **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. Ongoing and/or future arrangements should be administered through the University's [Flexible Work Arrangement and Remote Work Guidelines](#).