UPDATED COVID-19 SPECIAL FACULTY AND STAFF WORK AND LEAVE PROVISIONS  
WESTERN CAROLINA UNIVERSITY  
Effective July 1, 2021 Through End of Public Health Emergency – Until Revised/Rescinded

The revised COVID-19 Special Faculty and Staff Work and Leave Provisions will go into effect on July 1, 2021, and remain in place through the end of the Public Health Emergency or until further revised or rescinded.

1. **“FAMILIES FIRST CORONAVIRUS RESPONSE ACT” (FFCRA):** Leave benefits provided under this federal program ended on December 31, 2020.

2. **COVID-19 VOLUNTARY SHARED LEAVE BANK PROGRAM:** The COVID-19 voluntary shared leave bank program is discontinued as of June 30, 2021.

3. **COVID-19 VACCINATIONS:** The University will allow paid time work 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 time is also provided for a second of the vaccine, if required, also not to exceed eight hours in a single day.

4. **COVID-19 PAID ADMINISTRATIVE LEAVE:**
   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

   2. The employee experiences a reaction to their COVID-19 vaccination that prevents them from returning to work, either on the day of the vaccination 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 experience a reaction. For continuing adverse reactions experienced beyond the day after vaccination, employees must use their own accrued personal leave.

   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.
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 Division of Public Health guidelines.

5. 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.

6. 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. INTERCHANGEABILITY OF LEAVE: Through December 31, 2021, employees may use accrued sick leave, vacation leave, and bonus leave interchangeably for COVID-19 related absences (child/elder care, cannot telework, etc.). This provision does not allow interchangeability of leave usage in regard to the leave options provided in state policy for retirement, transfer, or separation.

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. Ongoing and/or future arrangements should be administered through the University’s Flexible Work Arrangement and Remote Work Guidelines.

9. EXPANDED COMMUNITY SERVICE LEAVE (CSL):
   a) COVID-19 RELATED SERVICE ACTIVITY: 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 ends June 30, 2021, and any unused portion of the 80 hours is forfeited. These hours are accounted for separately from an employee’s regular annual allotment of 24 (or 36) hours community service leave.

   b) 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.