Campus Community:

The UNC System Office has issued updated COVID-19 Special Faculty and Staff Work and Leave provisions effective June 1, 2020 until revised or rescinded. The provisions remain largely the same with two key exceptions:

- Following the guidelines established by the Office of State Human Resources (OSHR), the amount of COVID-19 Paid Administrative Leave employees may use will be reduced to match that provided by the Families First Coronavirus Response Act (FFCRA). In certain cases, this means employees will receive administrative leave up to 2/3 of their regular pay. Employees may elect to use accrued sick leave, vacation leave, and bonus leave to make up the difference.

- Through December 31, 2020, employees may use accrued sick leave, vacation leave, and bonus leave interchangeably, regardless of the reason for the employee’s absence. Employees are still expected to adhere to established department and university policies/procedures when requesting and documenting the use of leave time.

Please note that all employees who have not been directed by their supervisor to work on-site should continue to telework until directed to return to work on-site by their supervisor.

Additional information, including FAQs and details on how to operationalize these changes in Kronos, is forthcoming. If you have questions, please direct them to employeerelations@ecu.edu. We expect these guidelines may be revised later in June, and we will keep you posted on those developments.