Campus Community:

The UNC System Office has updated the COVID-19 Special Faculty and Staff Work and Leave Provisions, effective July 1, 2021 through the end of public health emergency or until revised or rescinded.

Please see a summary of the updated provisions below:

- Permanent and temporary employees may continue to use paid work time 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 of the vaccine, if required, also not to exceed eight hours in a single day. Supervisors may request employees to provide proof the vaccine was received to have the use of work time approved. Supervisors should consult with Employee Relations on what would be appropriate to request from employees.

- COVID-19 Paid Administrative Leave continues to be available if an 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. To request this leave, complete the attached COVID-19 Administrative Paid Leave request form and return it, along with confirmation of the date the vaccine was received, to adminleaverequests@ecu.edu.

- Absences due to isolation orders, non-quarantine possible exposures, or for COVID-19 related symptoms are no longer eligible for COVID-19 Paid Administrative leave and employees must use their own leave in these situations. COVID-19 Paid Administrative leave continues to be available when an employee is subject to a quarantine order or has been advised to self-quarantine by a healthcare provider or public health official. Under these conditions, COVID-19 Paid Administrative leave will be allocated as follows:
  - Employees may receive up to 80 hours of COVID-19 Paid Administrative leave for absences prior to using any accrued personal leave.
  - After these 80 hours have been exhausted, the employee must use their accrued personal leave for the absences.
  - Once the employee has exhausted their accrued personal leave, then the employee may receive an additional 80 hours of COVID-19 paid administrative leave for qualifying absences.
  - Please note: Employees who have taken COVID-19 Paid Administrative leave or Emergency Paid Sick leave under the FFCRA since March 2020 will have those hours taken deducted from any remaining paid administrative leave that may be available to them.

- The interchangeability of accrued vacation and sick leave is extended through December 31, 2021 and continues to be limited to COVID-19 related absences (child/elder care, cannot telework, etc.).

- The Literacy, Tutoring, and Mentoring Community Service Leave (CSL) Policy has been continued through the duration of the public health state of emergency and/or when a
school mandates or offers virtual classes to support children in a virtual or partially in-person academic setting. Hours used during a work week may vary but cannot exceed the 36 hours allowed under policy. In addition, employees who are not using Literacy, Tutoring, and Mentoring CSL will have their traditional CSL hours reset at 24 hours (prorated by FTE), which can be used through the end of the calendar year. Please note that the Literacy, Tutoring, and Mentoring CSL policy stipulates that employees must choose between using CSL for that purpose and using CSL traditionally (employees may not use both). CSL leave banks are reset at the beginning of the calendar year. If you have interest in using CSL under this policy, please contact your supervisor and/or Kronos SuperAdmin.

- The additional 80 hours of special Community Service Leave allocated for volunteering with not-for-profit organizations on COVID-19 related service projects ends June 30, 2021. Any unused remainder of the 80 hours will be forfeited.
- UNC System Office’s encouragement of the broad use of flexible work arrangements, including telework and alternate work schedules, in order to reduce the number of individuals on campus and the potential spread of COVID-19, ends June 30, 2021. Employees who are still currently teleworking should follow their departmental return to campus plans for the time period from July 12th through August 20th. Any on-going flexible work arrangements that may be implemented after August 20th should follow the Interim Flexible Work Arrangements and Remote Work Regulation found here.

If you have questions, please direct them to employeerelations@ecu.edu.