Campus Community:

The UNC System Office has indicated that the COVID-19 Special Faculty and Staff Work and Leave provisions that took effective August 1, 2020 have been extended through September 30, 2020, with one modification:

- Through December 31, 2020, employees may use Literacy, Tutoring, and Mentoring Community Service Leave (CSL) 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). If you have interest in using CSL under this policy, please contact your Benefits Counselor for additional information.

As a reminder, CSL usage must be approved by an employee’s supervisor prior to use. The Kronos Team is currently working to have traditional CSL balances reset and departmental SuperAdmins will be notified once that is complete.

In addition to the extension of existing leave provisions through the end of September, please see below for more information and resources pertaining to childcare options.

Childcare Resources

The ever-changing landscape continues to present unique workforce challenges, particularly as it relates to childcare. As a reminder, the University offers a number of different leave benefits and work programs that provide employees, supervisors, and departmental leadership flexibility to help balance business and personal needs. Please find attached an infographic that provides a one-page overview of the many options available for parents with school-aged children. Please note that some of these options, like flexible scheduling, require supervisor approval.

Intermittent Leave Under the Families First Coronavirus Response Act (FFCRA)

In order to further enhance flexibility for parents with school-age children, the University will begin permitting intermittent leave usage under the FFCRA effective September 1. This change will allow employees to further leverage existing FFCRA benefits to balance work and childcare needs.

A handful of reminders about leave under the FFCRA:

- The law provides, for eligible employees, up to 12 weeks of leave to care for a child whose
school of place of care is closed or operating under a modified scheduled due to COVID-19.

- Leave used under the FFCRA for childcare reasons is compensated at 2/3 of employees’ regular rate of pay, subject to compensation caps as defined in the legislation.
- University-specific leave types (e.g., vacation, sick, etc.) may be used to supplement leave used under the FFCRA to ensure full pay.

Employees who are interested in using leave under the FFCRA, or who have been approved previously and are interested in using their remaining leave intermittently, should complete the attached FFCRA request form and submit it to ADMINLEAVEREQUESTS@ecu.edu. The form is also available on the HR website. Additional information (including training webinars and job aids) about how to administer FFCRA leave in Kronos is forthcoming to SuperAdmins.

If you have questions:

- Regarding flexible/modified scheduling, the Employee Assistance Program (EAP), and/or remote work, please contact employeerelations@ecu.edu.
- Regarding CSL, the FFCRA, and/or other leave benefits, please contact HR_Benefits@ecu.edu or your Benefits Counselor.
- Regarding Kronos, please contact HRIS@ecu.edu.