WORK/LEAVE OPTIONS FOR PARENTS OF SCHOOL-AGE CHILDREN DURING COVID-19

REMOTE WORK
With approval from their supervisor, employees may continue to work remotely if their responsibilities allow.

FLEXIBLE SCHEDULING
Employees can talk with their supervisors about adjusting their work start or end times to provide childcare coverage, virtual school assistance, or other support.

REQUEST REDUCED SCHEDULE
Employees can talk with their supervisors about reducing their work hours for a period of time. Although this would affect the employee’s paycheck, it may be an option for some.

LEAVE OPTIONS
Employees are able to use sick leave interchangeably with vacation leave through December 31, 2020. You may also request leave without pay or may be eligible for leave under the Families First Coronavirus Response Act (FFCRA). For more information or to confirm eligibility, please talk with your supervisor or the ECU Benefits Office.

OTHER ASSISTANCE
Employees enrolled in any of the supplemental retirement programs may be eligible for COVID-19 loans or hardship distributions due to the federal CARES Act. Contact your Supplemental Retirement Vendor or the ECU Benefits Office for more information.

EMPLOYEE ASSISTANCE PROGRAM
ECU offers an Employee Assistance Program that can provide resources or counseling on personal, financial, legal, or family matters. This is confidential and free of charge to the employee and their immediate family members.