

Community Service Leave – Temporary COVID-19 Changes
Effective August – December, 2020
(Updated by UNC System Office, 9/18/2020)

The Office of State Human Resources (OSHR) has authorized several changes to Community Service Leave (CSL) options for employees since the beginning of August and running through the end of calendar year 2020. There are two main areas of change that have some subcomponents.

1. Special CSL for COVID-related Volunteering and Board of Elections Volunteering

Beginning August 1, up to 80 hours of special CSL may be used for volunteering in nonprofit service organizations engaged directly in COVID-19-related activities. These 80 hours expire December 31, 2020 and are counted separately from the employee's regular allocation of 24 hours of CSL annual.

CSL for Election Poll Working

There is an expected state and national shortage of poll workers due to the COVID-19 pandemic. OSHR is therefore allowing employees to use up to 24 of the 80 hours of special CSL for volunteer activities in October and November in order to serve in roles needed by their County Boards of Elections during Early Voting (Oct. 15-31) and on Election Day (Nov. 3).

For early voting, a poll worker volunteer can work in any county and does not have to be registered to vote; on Election Day, poll worker volunteers must be registered to vote in their county of residence and can only work the polls in that county.

To learn about local needs, employees can contact their County Board directly through the [State Board of Elections website](#).

CSL cannot be used for electioneering or campaigning for political parties, candidates, or nonprofit organizations involved in election activities. Any employees interested in these types of activities during work hours must request and be approved for vacation leave.

Supervisor approval is required for state employees to use this special CSL and participants will need to provide proof of time worked at the polls to their supervisor.

Because compensation of poll workers is mandated, state employees who are needed by the County Board of Elections to perform elections tasks will be permitted to accept compensation from the Board while using their Community Service Leave.

Please remember that CSL can only be applied to volunteer hours that occur within the employee's normal work schedule. If an employee works a longer day at the polling station, only the hours that occurred within the employee's regular work schedule are eligible for CSL.

For more information, see also [OSHR's FAQ page](#).

2. Expanded CSL and Literacy, Tutoring, and Mentoring and Related School Activity

Separate from the 80 hours of special CSL leave mentioned above, OSHR has expanded the activities eligible for the child involvement aspects of the usual Community Service Leave program and has provided additional CSL leave for this purpose through the end of the calendar year.

Effective August 17, OSHR "reset" the balances for annual CSL allotments for all state employees eligible for CSL. As of August 17, employees have 24 hours of CSL (or the 36-hour optional program described below)

available for use through the end of the calendar year, regardless of any hours they may have used earlier in the calendar year. This leave can be used for any activity that is approved under the normal CSL policy, including the usual 24 hours available each year for child involvement and volunteer activities and the alternative 36 hours of CSL for participation in literacy, tutoring, and mentoring programs. Please recall per the normal CSL policy that an employee must choose to use either the 24- hour program or the 36-hour program and cannot use both.

In addition, OSHR has provided certain expansion of allowable activities through the remainder of the calendar year to provide more flexibility to employees in use of CSL.

- If the employee is opting to use the 36-hour CSL, the hours per week used may vary week to week. Normally, this is assumed to be one hour per week throughout a school academic year, but greater flexibility has been provided so that hours can be used by the end of the year.
- Tutoring and mentoring shall be in a formal standardized program or may include *non-conventional tutoring/mentoring arrangements* to include plans and activities in a virtual academic setting.
- The tutoring session may be carried out virtually and/or in-person. This may include students as a part of a cohort or may include an employee's own child(ren).
- The definition is expanded for "at-risk" students who, by virtue of their circumstances, are more likely than others to fail academically, to include *those who require temporary or ongoing support to succeed academically*.
- The definition of "school" is expanded to include an organization that is authorized to operate under the laws of the State of North Carolina (an elementary, middle or high school) to include *recognition of the current virtual academic setting*.