Instructions for Reporting One-Third Paid Administrative Leave

On June 29, the App State Human Resources Office issued updated guidance on employee work and leave provisions.

Effective July 1, 2020 and until further revised or rescinded, Administrative Leave for COVID-19 will be paid at one-third of the regular rate of pay for eligible permanent employees, and the employee can choose to supplement the remaining two-thirds from other accrued leave to receive full regular pay.

Paid Administrative Leave may be used when:

- Permanent employees who are not specifically designated as mandatory to maintain on-campus operations and who cannot perform work remotely.
- Permanent employees who cannot work because they have elder care needs due to COVID-19-related facilities closings will continue to receive 2/3 paid administrative leave for up to a total of 12 weeks, in line with leave provided for child care facility closures under the Federal Families First Coronavirus Response Act (FFCRA). Paid administrative leave for this purpose will reduce to 1/3 at the end of the initial 12-week period.
- Permanent employees who cannot work because they have child care needs due to COVID-19-related school or child care facility closures will continue to receive 2/3 paid administrative leave while eligible for FFCRA leave. Paid administrative leave for these purposes will reduce to 1/3 when FFCRA eligibility has been exhausted. Please apply for FFCRA leave here.
- Active temporary employees may be eligible for leave under FFCRA but are not eligible for paid administrative leave.

1/3 Administrative Leave Reporting Instructions for July 1st - July 15th:

Eligible Employees must submit the Administrative Leave hours in Banner Web Time Entry using earn codes EL3 (no supplement) or EL4 (supplement). Additionally, record any time worked on campus under earn code REG and any teleworking hours under earn code TRG. See examples provided below.

- If **NOT supplementing** the Administrative Leave COVID-19 pay with personal accrued leave, enter **EL3** on your timesheet in Banner Web Time Entry.
- If **supplementing** the Administrative Leave COVID-19 pay with personal accrued leave, enter **EL4** on your timesheet in Banner Web Time Entry.
- If you are an **EHRA employee** who submits leave reports instead of timesheets and you are planning to utilize paid Administrative Leave COVID-19 for the July pay period, you must submit a **paper leave report** to the Payroll Office no later than July 17, 2020. Please contact the Payroll Office for this form and additional assistance.

*Reminders:

1. Administrative Leave is paid at 2/3 of the regular rate of pay for the period of June 16th to June 30th. Time Reporting Instructions for this time period can be found here.

2. All Teleworking hours should be recorded under the TRG earn code and all hours worked on campus should be recorded under the REG earn code.
3. Employees who miss work for reasons other than those approved for COVID-19 Paid Administrative Leave should report the time missed using the regular applicable leave code.
4. Friday, July 3rd, 2020 is an observed national holiday. Employees are reminded to record it as a holiday on their timesheets and leave reports, as applicable.

Applying Leave for Supplementing Administrative Leave Pay

If you enter EL4, COVID-19 Administrative Leave Paid 1/3 with supplementing in your timesheet, the **Payroll Office** will apply your available leave using the following leave hierarchy to bring your pay up to its regular amount.

- **Comp Time (CTT)**
- **Special Leave (SLV)**
- **Special Leave Bonus (SLB)**
- **Sick (SIK)**
- **Vacation (VAC)**
- **COVID Comp Time (ETO)**
- **Bonus Vacation (VAB)**

Note: Regular Compensatory leave balances must be used before other leave. If an employee would like to supplement Administrative Leave COVID-19 in a manner different that as outlined in the hierarchy above, employees must contact payroll before July 17th in writing at payroll@appstate.edu.

Time Reporting Examples:

- Example Teleworking: If you perform some work remotely but do not complete an 8-hour day, record time worked as TRG and the remaining hours as EL3 or EL4. A combination of this time should not exceed 8 hours for a given day. All forms of leave time recorded should not exceed a total of 40 hours in a given week.
- Example Working on Campus: If you perform some work on campus but do not complete an 8-hour day, record time worked as REG and the remaining hours as EL3 or EL4. A combination of this time should not exceed 8 hours for a given day. All forms of leave time recorded should not exceed a total of 40 hours in a given week.