

Instructions for Reporting Two-Thirds Paid Administrative Leave

Effective **June 1, 2020**, and continuing until revised or rescinded, the UNC System Office and App State Human Resources Office issued [updated guidance](#) that affects leave provisions and Administrative Leave COVID-19.

Beginning June 1, Administrative Leave for COVID-19 will be paid at two-thirds of the regular rate of pay for eligible employees, and the employee can choose to supplement the remaining one-third from other accrued leave to receive full pay.

Administrative Leave COVID-19 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. The 2/3 paid administrative leave will apply for this purpose for a maximum of 12 weeks, in line with leave provided for child care facility closures under the Federal Families First Coronavirus Response Act (FFCRA).
- Permanent employees who cannot work because they have child care needs due to COVID-19-related school or child care facility closures. Paid administrative leave is available for this purpose only after leave available under FFCRA 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.

Procedures:

Administrative Leave COVID-19 hours should be submitted in Web Time Entry and through the payroll process, if an employee chooses to supplement their pay, one-third personal accrued leave will be applied based on the hierarchy shown below.

- If **supplementing** the Administrative Leave COVID-19 leave with personal accrued leave, enter EL2 on your timesheet. We will then apply your leave using the below leave hierarchy to bring your pay up to its regular amount.
- If **not supplementing** the Administrative Leave COVID-19 leave with personal accrued leave, please enter EL1 on your timesheet in Web Time Entry.
- If you are planning on utilizing Administrative Leave during a pay period, and you are an EHRA employee who submits leave reports instead of timesheets, please contact the Payroll Office for further instructions.

If supplementing, leave Balances will be applied as follows:

- **Comp Time (CTT)**

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

Examples: Please ensure that you have accounted for at least 8 hours for each day worked.

- Example Teleworking: If you perform some work remotely but it does not complete an 8-hour day, record time worked as TRG and the remaining hours as EL2/EL1. 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 it does not complete an 8-hour day, record time worked as REG and the remaining hours as EL2/EL1. 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.

**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 than as outlined in the hierarchy above, employees must contact payroll before June 18th in writing at payroll@appstate.edu.*