

## Summary of Employee Leave Options Effective January 1, 2021 through June 30, 2021

Updated February 17, 2021

Leave Category	Description and Eligibility
<p><b>Families First Coronavirus Response Act (FFCRA)</b></p> <p>(Expired December 31, 2020)</p>	<p>Emergency Paid Sick Leave and Expanded Family and Medical Leave benefits provided under this temporary federal program ended December 31, 2020 and, as of this update, have not been extended into 2021.</p> <p>Support for absences previously covered under FFCRA will be provided to the extent possible through programs discussed below.</p>
<p><b>FFCRA Equivalent Leave for Elder Care Needs</b></p> <p>(Expired December 31, 2020)</p>	<p>Leave equivalent to FFCRA leave for employees unable to work because of elder care needs due to a COVID-19-related elder care facility closing ended December 31, 2020.</p> <p>Support for absences previously covered under this program will be provided to the extent possible through programs discussed below.</p>
<p><b>New: Paid Work Time to Receive COVID-19 Vaccine</b></p> <p>(Effective through June 30, 2021)</p>	<p>Employees may use paid work time to receive the COVID-19 vaccine during their regular work hours, with approval of their supervisors. Approved time will be coded by SHRA employees as MSA. This may not exceed eight hours in any single day. This applies to both first and second doses of vaccines requiring two doses.</p>
<p><b>Emergency COVID-19 Paid Administrative Leave</b></p> <p>(Effective through June 30, 2021)</p>	<p>Employees may be provided up to 160 hours of Emergency COVID-19 Paid Administrative Leave if they:</p> <ul style="list-style-type: none"> <li>a. Are subject to a Federal, State, or local quarantine or isolation order relating to COVID-19;</li> <li>b. have been advised by a health care provider or public health official to self-quarantine due to concerns related to COVID-19; or</li> <li>c. have had exposure to someone who has tested positive for COVID-19 and are awaiting a diagnosis.</li> <li>d. <b>(New)</b> experience a reaction to their COVID-19 vaccine that prevents them from returning to work either on the day of the vaccine or the following day. Absences related to adverse reactions to the vaccine beyond the day after receiving the vaccine require application of accrued personal leave. This provision may be applied retroactively to qualifying absences occurring January 1, 2021 or later.</li> </ul> <p>This emergency leave is paid at 100% of the employee's regular rate of pay.</p>

	<p>Up to 80 hours of this leave may be used before an employee has exhausted accrued personal leave and the remaining 80 hours is available only after all accrued personal leave is exhausted.</p> <p><u>Note:</u> If an employee utilized FFCRA Emergency Paid Sick Leave during 2020 for any of the reasons described in a through c above, those hours must be deducted from the total leave available to the employee under this program through June 30, 2021.</p> <p>Use of this leave requires approval of the Office of Human Resources. If you meet any of the criteria described above, you may request COVID-19 Paid Administrative Leave by completing the form found at: <a href="https://hr.appstate.edu/paid_administrative_leave">https://hr.appstate.edu/paid_administrative_leave</a>.</p>
<p><b>Interchangeable Use of Sick, Vacation and Bonus Leaves</b></p> <p>(Effective through June 30, 2021)</p>	<p>Employees may apply available accrued sick leave, vacation leave and bonus leave interchangeably for COVID-19-related absences. These forms of leave may no longer be used interchangeably for non-COVID-19-related absences.</p>
<p><b>COVID-19 Shared Leave Bank</b></p> <p>(Effective through June 30, 2021)</p>	<p>Employees may request leave from our COVID-19 Shared Leave Bank for absences if the employee cannot report to work onsite or telework because the employee:</p> <ul style="list-style-type: none"> <li>a. must provide child care because a school or child care facility remains closed, or the school has required or has allowed remote learning, due to COVID-19;</li> <li>b. must provide elder care because an elder care facility is closed due to COVID-19;</li> <li>c. has been in close contact with a COVID-19 positive person in the last 14 days;</li> <li>d. received instructions to isolate or quarantine by a public health official or health care provider;</li> <li>e. has COVID-19 symptoms and seeking medical diagnosis or has been diagnosed with COVID-19; or</li> <li>f. is not expected to report to a University worksite but cannot telework because their position and duties cannot be performed remotely and because reasonable alternate remote work is not feasible or productive.</li> </ul> <p>To be eligible, employees must exhaust all forms of their own personal leave and any newly accrued leave must be applied before additional shared leave can be awarded.</p> <p>Requests for leave from the shared leave bank must be made by the 15th of each month, to allow time to process in advance of each monthly payroll.</p>

	<p>Leave from the shared leave bank will be distributed equitably and our ability to provide requested leave is dependent upon availability.</p> <p>Additional information about the shared leave bank and forms for donating leave to or requesting leave from the bank can be found <a href="#">on the Office of Human Resources COVID-19 website</a>.</p>
<p><b>Community Service Leave (CSL) Options</b></p> <p>(Effective through June 30, 2021)</p>	<p>1. Up to 80 hours of Expanded Community Service Leave may be used by employees for volunteer activities with a non-profit service organization engaged directly in COVID-19-related services. This Expanded Community Service leave is separate from employees' regular annual allotment of 24 Community Service Leave hours. All CSL-eligible employees have 80 hours of Expanded Community Service Leave available for use effective January 1, 2021.</p> <p>2. All eligible employees receive their annual allotment of Regular Community Service Leave effective January 1 for use during the 2021 calendar year. Use of Regular Community Service Leave is subject to all requirements of applicable Office of State Human Resources (OSHR) policies but has been expanded to accommodate application to virtual environments for school-related activities. These activities include:</p> <ul style="list-style-type: none"> <li>• Parents' involvement with their child in the school;</li> <li>• Volunteer activity in the school; and</li> <li>• Up to 36 hours of CSL for participating in tutoring, mentoring, or literacy programs. This is an alternative to the regular 24 hours available for other school-related activities – employees can access one or the other but not both.</li> </ul> <p>All Regular and Expanded Community Service Leave should be reported as "CSL" on employee time sheets and leave reports. Employees who report CSL may be surveyed to distinguish Regular versus Expanded CSL hours pending potential state reporting requirements.</p> <p>Additional information about these Community Service Leave Options can be found on the Office of Human Resources website at: <a href="https://hr.appstate.edu/sites/default/files/csl-expansion_1.1.2021_through_6.30.2021_1.pdf">https://hr.appstate.edu/sites/default/files/csl-expansion_1.1.2021_through_6.30.2021_1.pdf</a></p> <p>The OSHR <a href="#">Community Service Leave Policy</a> and the OSHR <a href="#">CSL -- Literacy, Tutoring and Mentoring Policy</a> can be found on the <a href="#">OSHR Policy website</a>.</p>
<p>Please contact Carolyn Bosley (<a href="mailto:bosleycm@appstate.edu">bosleycm@appstate.edu</a> or extension 6488) or Angie Miller (<a href="mailto:millerad@appstate.edu">millerad@appstate.edu</a> or extension 6769) with any questions or for assistance regarding any of these leave options.</p>	