

**Summary of Current COVID-19 Employee Leave Options Effective July 1, 2021**

Leave Category	Description and Eligibility
<p><b>Emergency COVID-19 Paid Administrative Leave</b></p> <p>(Effective until the end of the Public Health State of Emergency – currently extended until further notice)</p>	<p>Employees may be provided COVID-19 Paid Administrative Leave only if they:</p> <ol style="list-style-type: none"> <li>1. Are subject to a quarantine order, or advised by a health care provider or public health official to self-quarantine, and cannot telework.</li> </ol> <p><u>Note:</u> Absences due to isolation orders, non-quarantine possible exposures, or symptoms are no longer eligible for Paid Administrative Leave.</p> <ol style="list-style-type: none"> <li>2. Experience a reaction to their COVID-19 vaccination that prevents them from returning to work, either on the day of the vaccination or on the following day. This leave may be applied retroactively to January 1, 2021 for any employees who have received the COVID-19 vaccine and experienced a reaction. For continuing adverse reactions experienced beyond the day after vaccination, employees must use their own accrued personal leave.</li> </ol> <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 an additional 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, or Emergency COVID-19 Paid Administrative Leave during 2020 or 2021, those hours must be deducted from the total leave available to the employee under this program.</p> <p>Use of this leave requires approval of the Office of Human Resources. If you meet the criteria described above, you may request COVID-19 Paid Administrative Leave by completing the form found <a href="#">here</a>.</p>
<p><b>COVID-19 Vaccinations</b></p> <p>(Effective until the end of the Public Health State of Emergency – currently extended until further notice)</p>	<p>Employees may use paid work time to receive the COVID-19 vaccine during work hours, with supervisor approval, not to exceed eight hours in a single day. This applies to both doses of vaccines requiring two doses.</p>

<p><b>Interchangeable Use of Sick, Vacation and Bonus Leaves</b></p> <p>(Effective through December 31, 2021)</p>	<p>Employees may apply available accrued sick leave, vacation leave and bonus leave interchangeably for COVID-19-related absences only.</p>
<p><b>COVID-19 Shared Leave Bank</b></p> <p>(Effective until the end of the Public Health State of Emergency – currently extended until further notice)</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> <ol style="list-style-type: none"> <li>1. must provide childcare because a school or childcare facility is closed, or the school has required or has allowed remote learning for the family, due to COVID-19;</li> <li>2. must provide elder care because an elder care facility is closed due to COVID-19;</li> <li>3. has been in close contact with a COVID-19 positive person in the last 14 days;</li> <li>4. received instructions to isolate or quarantine by a health department or health care providers;</li> <li>5. has COVID-19 symptoms and is seeking medical diagnosis or has been diagnosed with COVID-19; or</li> <li>6. 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> </ol> <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="#">here</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>	