

Summary of Employee Leave Options – October 19, 2020

Leave Category	Description and Eligibility
<p>Families First Coronavirus Response Act (FFCRA)</p> <p>(Effective through December 31, 2020)</p>	<p>1. Provides up to 80 hours of Emergency Paid Sick Leave for eligible employees who are unable to work (or telework) because:</p> <ul style="list-style-type: none"> a. They are subject to a Federal, State, or local quarantine or isolation order relating to COVID-19; b. They have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; c. They are experiencing symptoms of COVID-19 and seeking a medical diagnosis; d. They are caring for an individual who is subject to a COVID-19 quarantine or isolation order or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; e. They are caring for a child because the child’s school or place of care has been closed, or the child’s regular child care provider is unavailable, due to COVID-19. <p>For reasons (a), (b), and (c), the sick leave is paid at the employee’s regular rate of pay, up to \$511 per day or \$5,110 in total. For reasons (d) or (e), the sick leave is paid at two-thirds of the employee’s regular rate of pay, up to \$200 per day or \$2,000 in total. Employees may supplement these benefits with accrued personal leave.</p> <p>2. Provides up to 12 weeks of expanded family and medical leave to eligible employees who are unable to work (or telework) because they are caring for a son or daughter under 18 years of age (or children over 18 years who are incapable of self-care due to a mental or physical disability) whose school or place of care has been closed, or whose child care provider is unavailable, for COVID-19-related reasons.</p> <p>The first two weeks of this leave is unpaid but employees may use the Emergency Paid Sick Leave or personal leave to receive pay for that period. The remaining 10 weeks of leave are paid at 2/3 of the employee’s regular rate of pay, up to \$200 per day or \$10,000 total. Employees may supplement these payments with accrued personal leave.</p> <p>Expanded Family and Medical Leave is available to eligible employees who have been on the University payroll for at least 30 days prior to the start of the leave.</p> <p>Additional information about FFCRA leave and instructions for how to apply can be found here.</p>

<p>FFCRA Equivalent Leave for Elder Care Needs</p> <p>(Effective through December 31, 2020)</p>	<p>Leave equivalent to FFCRA leave related to child care needs is available to employees who are unable to work because of elder care needs due to a COVID-19-related elder care facility closing. As is the case for child care under the FFCRA, elder care leave is paid at 2/3 of the employee's regular rate of pay and is subject to the same limitations and eligibility requirements. This 2/3 leave may be supplemented with available accrued personal leave.</p> <p>Employees may apply for this leave using the form and process for FFCRA leave found here.</p>
<p>Emergency COVID-19 Paid Administrative Leave</p> <p>(Effective through December 31, 2020)</p>	<p>If FFCRA eligibility has been exhausted, employees may be provided up to 160 hours of Emergency COVID-19 Paid Administrative Leave if:</p> <ul style="list-style-type: none"> a. They are subject to a Federal, State, or local quarantine or isolation order relating to COVID-19. b. They have been advised by a health care provider to self-quarantine due to concerns related to COVID-19. c. They are experiencing symptoms of COVID-19 and seeking a medical diagnosis. <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. This emergency leave is intended to ensure that symptomatic employees do not feel compelled to work due to lack of available leave.</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 here.</p>
<p>Interchangeable Use of Sick, Vacation and Bonus Leaves</p> <p>(Effective through December 31, 2020)</p>	<p>Employees may apply available accrued sick leave, vacation leave and bonus leave interchangeably, regardless of the reason for the employee's absence from work. This applies to all leave-earning employees and all absences, whether COVID-19-related or not.</p>

<p>COVID-19 Shared Leave Bank</p> <p>(Effective through December 31, 2020)</p>	<p>Employees may request leave from our COVID-19 Shared Leave Bank if:</p> <ol style="list-style-type: none"> a. They are not required to work on campus and cannot telework because of the nature of their positions. b. They are unable to work due to child care needs caused by a COVID-19 school or child care closing. c. They are unable to work due to elder care needs caused by a COVID-19 facility closure. <p>To be eligible, employees must exhaust all forms of their own personal leave. Shared leave may be requested to supplement less than full FFCRA or elder care leave, provided that the employee has exhausted their personal leave balances.</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 here.</p>
<p>Community Service Leave (CSL) Options</p> <p>(Effective through December 31, 2020)</p>	<ol style="list-style-type: none"> 1. Up to 80 hours of Special 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 Special Community Service leave is separate from employees' regular annual allotment of 24 CSL hours. 2. Up to 24 of the 80 hours of Special Community Service Leave may be used to serve as a poll worker volunteer during the upcoming national election, both during early voting (October 15-31) and on election day (November 3). 3. Regular Community Service Leave has been "reset", providing all eligible employees the full allotment of 24 hours for use between August 17 and December 31, regardless of whether they previously used some or all of their annual allotment for the 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: <ul style="list-style-type: none"> • Parents' involvement with their child in the school; • Volunteer activity in the school; and • 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.

All Regular and Special 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 Special CSL hours pending potential state reporting requirements.

Additional information about these Community Service Leave Options can be found [here](#).

OSHR Community Service Leave Policy can be found [here](#).

OSHR CSL -- Literacy, Tutoring and Mentoring Policy can be found [here](#).

Please contact Carolyn Bosley (bosleycm@appstate.edu or extension 6488) or Angie Miller (millerad@appstate.edu or extension 6769) with any questions or for assistance regarding any of these leave options.