

## END OF COVID-19 WORK/LEAVE PROVISIONS

Updated 08-02-2022

Leave Category	Description and Eligibility
Remote Work Under COVID	<ul style="list-style-type: none"> <li>• <b>Ended June 30, 2021:</b> Remote work under the communicable disease emergency policy. Managers may continue on-going remote work arrangements under the University's adopted <a href="#">flexible work arrangement policy</a>.</li> </ul>
INTERCHANGEABILITY OF LEAVE	<ul style="list-style-type: none"> <li>• <b>Ended December 31, 2021</b> (by statute).</li> </ul>
MANDATORY EMPLOYEE PREMIUM PAY / COMPENSATORY LEAVE	<ul style="list-style-type: none"> <li>• <b>Ended June 30, 2021.</b></li> <li>• FLSA non-exempt mandatory employees must already have been paid out within 12 months of accrual. FLSA exempt mandatory employees had until <b>March 1, 2022</b> to use or be paid out for accrued mandatory employee special compensation leave.</li> </ul>
EMPLOYEE VACCINATIONS/BOOSTERS	<ul style="list-style-type: none"> <li>• <b>Ending August 31, 2022:</b> Paid work time for permanent and temporary employees for vaccinations occurring within regular work hours and with supervisory permission (up to 8 hours in one day for each shot if more than one is required) deducted from the total leave available to the employee under this program through June 30, 2021.</li> </ul> <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>
VACCINATION ADVERSE REACTION	<p><b>Ending August 31, 2022:</b> COVID-19 paid administrative leave for adverse reactions to COVID-19 vaccines, only same-day as vaccination or next-day..</p>
SPECIAL PAID LEAVE FOR BOOSTERS	<p><b>Ending August 31, 2022:</b> Employees can receive a credit of 8 hours of paid leave (pro-rated for part-time) for demonstrating that they received at least one COVID-19 BOOSTER on or before August 31, 2022. Employees may upload their booster record <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• <b>Ending No Later Than March 31, 2023:</b> Employees must use this 8 hours of paid leave by March 31, 2023 or it is forfeited.</li> </ul>
OTHER COVID-19 PAID ADMINISTRATIVE LEAVE	<p><b>Ended August 15, 2022:</b> COVID-19 paid administrative leave for absences due to isolation orders or non-quarantine possible exposures or symptoms are no longer eligible; employees must use personal leave.</p>
COVID-19 LEAVE BANKS	<p><b>Ended August 15, 2022</b></p>

<p><b>OTHER COVID-RELATED SPECIAL PAY / TEMP APPTS FOR PERM STAFF / TEMPORARY SALARY CHANGES</b></p>	<p><b>Ended August 15, 2022:</b> Hiring waivers may be used to cover emergency operations.</p> <ul style="list-style-type: none"> <li>• <b>Ending No Later Than September 15, 2022:</b> All acting promotions and/or temporary salary adjustments for permanent and temporary employees in positions that are deemed directly related to the public health emergency operations cannot extend past <b>Sep 15</b>.</li> </ul>
<p><b>TEMPORARY EMPLOYEE APPOINTMENT EXTENSIONS</b></p>	<p><b>Ending No Later Than September 15, 2022:</b> Temporary employees who have worked more than 11 continuous months without a break-in-service must separate from employment no later than <b>Sep 15</b> and are ineligible for rehire at the same institution for at least 31 calendar days.</p>
<p><b>COMMUNITY SERVICE LEAVE –ADDED VOLUNTEER TIME</b></p>	<p><b>Ended June 30, 2022.</b></p> <ul style="list-style-type: none"> <li>• Any unused portion of the additional 80 hours was forfeited (these hours were not included as part of the employee’s normal 24/36 hour annual allotment).</li> </ul>
<p><b>COMMUNITY SERVICE LEAVE – MENTORING FLEXIBILITY</b></p>	<p><b>Ended August 15, 2022.</b></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>	