

**MEMORANDUM**

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost   
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Important Update: COVID-19 Special Faculty and Staff Leave Provisions and Expanded Community Service Leave

DATE: July 27, 2020

The University of North Carolina System has revised its guidelines for COVID-19 paid administrative leave and community service programs. The new guidelines will go into effect August 1, 2020, and remain in effect until revised or rescinded.

**Paid Administrative Leave Changes**

When the new guidelines take effect, one important change to note is that paid administrative leave will no longer be available for employees who cannot telework because their duties cannot be performed remotely and alternative remote work is not feasible. Employees who cannot telework for the reasons above may use their available accrued leave time.

To help you navigate the revised leave program changes, University Human Resources has updated its leave reference chart. We encourage you to click on this [leave reference chart link](#) to review the changes and new guidelines.

**Expansion of Community Service Leave**

The UNC System has expanded the COVID-19 community service leave program for permanent SHRA and EHRA employees. Eligible employees may use up to 80 hours of expanded community service leave hours to work with nonprofit organizations on COVID-19-related volunteer activities until revised or rescinded. These hours will be accounted for separately from employees' regular community service leave allotment. University Human Resources is currently working on adding a drop-down in Worktime for tracking the COVID-19 community service leave, and will notify employees when this option is available for use in Worktime.

**Additional Information**

If you have questions regarding paid administrative leave or the community service leave program, please contact your college, division or unit HR representative or University Human Resources at [ffcra-questions@ncsu.edu](mailto:ffcra-questions@ncsu.edu).

For more COVID-19 guidelines or resources, please visit [UHR's pandemic website](#).