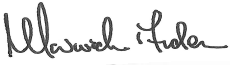
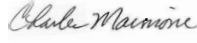


**MEMORANDUM**

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: Special Faculty and Staff Leave Provisions for COVID-19  
Vaccinations

DATE: January 20, 2022

In consultation with the Office of State Human Resources, the University of North Carolina System has updated its work and leave provisions. The updated provisions went into effect Jan. 13, 2022, and will remain in effect through the end of the public health emergency unless revised or rescinded. The revised guidance includes the following provisions:

**COVID-19 Vaccinations and Boosters**

- All permanent and temporary employees can use up to eight hours in a single workday to get their first dose, second dose and booster shots of the COVID-19 vaccine (one workday per shot or dose) shot, and they will receive paid work time to do so. Employees must obtain their supervisor's approval to get a vaccine dose or a booster shot during work hours. This paid work time will be paid using employees' regular pay rate and does not qualify as COVID-19 paid administrative leave.
- Employees who are ordered or advised by a public health official or health care provider to quarantine due to COVID-19 exposure or to isolate due to a positive COVID-19 test can request COVID-19 paid administrative leave.
- Employees are eligible for COVID-19 paid administrative leave if they experience adverse reactions to either a COVID-19 vaccine dose or booster shot on the day they receive a dose/shot or the day after, and the adverse reactions prevent them from returning to work.

**Interchangeability of Leave**

- Employees' ability to use vacation, sick and bonus leave interchangeably for COVID-19 purposes ended on Dec. 31, 2021.

**Community Service Leave**

- Employees may use community service leave to serve as a substitute teacher or another role (such as a substitute school bus driver or cafeteria worker) that a school or school district temporarily cannot staff. This provision went into effect Jan. 12, 2022, and will end Feb. 15, 2022.

- An employee cannot use community service leave for any portion of the day in which the employee is either participating in a religious assembly or promoting religious activities at a private school.
- NC State must track the number of employees who use community service leave for the purpose above, the number of hours that they volunteer and the school districts where they volunteer. University Human Resources has created a Google form to record that information and will distribute it to unit HR representatives.

If you have questions about these updates, please contact your college, division or unit HR representative or University Human Resources at [covid-19leave@ncsu.edu](mailto:covid-19leave@ncsu.edu). To read the full version of the updated COVID-19 leave provisions, go to the [Work and Leave Resources section](#) on UHR's The Pack Is Back webpage.