

UNCG



# Coronavirus (COVID-19) Update

## *COVID-19 Special Administrative Leave and Mandatory Employee Provisions Continue until Further Notice*

**Permanent faculty and staff** – The COVID-19 special faculty and staff work and leave provisions will remain in effect until further notice. The UNC System Office and Office of State Human Resources are working together on return to work guidance. This guidance will be made available as soon as possible. Until further guidance is received, employees will continue to use the provisions that are currently in place, which includes teleworking. Employees should not report to campus unless directed to do so by their supervisor.

**Mandatory Employees** – Additional compensatory time for eligible mandatory employees will continue through 5:00 p.m. May 15. Employees who are required by their supervisor to report to a campus on-site location should continue to do so. All other employees should continue to telework or use special administrative leave provisions if eligible.

**Temporary Student Employees** – As the Spring semester has ended, student temporary assignments are expiring. Only time worked by a student should be recorded after May 7. Renewal of student temporary assignments are subject to the [HR Action Pause](#) and will be reviewed on a case by case basis by the Student Employment Office.

**Temporary Non-Student Employees** – The COVID-19 special administrative leave provisions will remain in place until 5:00 p.m., May 15. Assignments for temporary employees who are currently receiving administrative leave due to remote work not being available should end no later than May 15. Such employees may be eligible for unemployment benefits and are encouraged to contact the [North Carolina Division of Employment Security](#) for information on applying for benefits. Reappointment of temporary employees after their current assignment expires are subject to the [HR Action Pause](#) and will be reviewed on a case by case basis by the Human Resources Department (Staff) and/or Faculty Personnel Services (Faculty/academic positions).

**Graduate Assistantships** – The Graduate School will continue to review and process graduate assistantships.

Special leave provisions provided by the Families First Coronavirus Response Act (FFCRA) are also available to employees. Additional information on FFCRA is available on the [Human Resources Website](#).

Please contact [hrops@uncg.edu](mailto:hrops@uncg.edu) with questions regarding the leave provisions and/or compensatory time for mandatory employees or [askbene@uncg.edu](mailto:askbene@uncg.edu) with questions regarding FFCRA.



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