

UNCG



Coronavirus (COVID-19) Update

July 8 Deadline Approaching for Submission of Applications for Families First Coronavirus Response Act (FFCRA) Leave taken in June

Eligible employees have until **July 8** to submit an application for special leave provisions made available through FFCRA. Any employee who has taken leave but has not been approved for these special leave provisions may be required to charge leave taken to personal leave (i.e., compensatory, sick, vacation, etc.) or leave without pay.

Employees may be eligible for special leave provisions if they answer "yes" to any of the following questions:

- Did you take leave because you were subject to a local quarantine or isolation order, or were advised by a healthcare official to self-quarantine?
- Did you take leave due to having symptoms of COVID-19 and seeking a diagnosis or were waiting for test results?
- Did you take leave because you were caring for someone who is subject to quarantine/isolation or subject to self-quarantine?
- Did you take leave because you were providing childcare because the school or your childcare facility is closed due to COVID-19?
- Are you a permanent employee who took leave because you were providing eldercare because your eldercare facility is closed due to COVID-19?

In addition to leave provisions available through FFCRA, permanent employees may be eligible for COVID-19 special administration leave (CSAL) under certain conditions. **Any employee who is claiming this leave must be approved by the Benefits Office prior to the leave being entered by the timekeeper.** Employees who have not been approved may need to charge such leave taken to personal leave or leave without pay.

Supervisors are responsible for ensuring employees are aware of these leave provisions and that they submit an application in advance. Due to this leave being new, we will accept applications and make leave retroactive for time taken in June. However, employees are expected to apply for leave prior to the leave being taken. Failure to do so may result in a delay in approval and employees having to use personal leave.

Please contact the Benefits Office at 336-256-0342 or benefits@uncg.edu, or your HR Business Partner, if you have any questions.



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