



## *New Paid Leave Options for Eligible Employees*

Pursuant to Governor Cooper's May 4, 2022, [Executive Order #257](#) and his June 6, 2022, [Executive Order #262](#), the President of the UNC System Office has recently authorized chancellors at UNC System Institutions to provide the COVID-19 Booster Shot Incentive Leave Program and Personal Observance Leave for SHRA and EHRA leave-earning staff and faculty. Below is information on these two leave programs.

### **Incentive Leave for Vaccine Booster Shots**

The Executive Order provides up to eight hours of fully paid leave to eligible employees who receive their first COVID-19 booster shot on or before Aug. 31, 2022 (leave only applies to the first booster shot). This leave is prorated for part-time employees. The leave will be available starting July 1, 2022 and will expire on March 31, 2023. Employees who have received their booster shot (including those who received it prior to the Executive Order) need to submit documentation through the [UNCG Employee Vaccine Portal](#) to be eligible for this leave. Receiving a booster shot is entirely voluntary and employees are not required to participate in this program.

### **Personal Observance Leave**

The Executive order provides up to eight hours of paid leave to eligible employees to be used for a single day of personal significance, which includes, but is not limited to, days of cultural or religious importance. Leave must be used in one work shift. Employees will receive the leave annually and leave that is not taken will expire at the end of the calendar year. This leave is available immediately. Instructions on reporting leave taken in June will be forthcoming.

### **Eligibility and Incentive Leave and Personal Observance Leave Provisions**

- Probationary, time-limited, and permanent SHRA and EHRA leave-earning employees are eligible.
- The leave is prorated for part-time employees who work at least a half-time schedule
- Unused leave is not paid out upon separation.
- Consistent with other types of leave, supervisory approval is needed before employees may use the leave.

Questions regarding these leave options should be directed to your HR Business Partners.



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