

The following provides a high-level overview of the various compensation and leave provisions issued during the COVID-19 event. For full details see the [UNC System HR website](#).

March 10-15, 2020:

- Institutions could allow for flexible work arrangements, including locations and schedules, for employees.
- In the event that remote work options were not available for certain employees, employees were expected to report to work or use available leave.
- Employees (permanent and temporary) who were sick with symptoms potentially related to COVID-19 could use Paid Administrative Leave.
- Employees designated as “mandatory” receive regular pay.

March 16-31, 2020:

- Mandatory employees are designated as employees who are directed by their supervisor to report to work at a designated University worksite other than their home at specific dates/times. All other employees are designated as non-mandatory.
- Institutions grant Paid Administrative Leave for permanent or temporary employees (including students and retirees) who:
 - Exhibit symptoms consistent with COVID-19 or are caring for a dependent exhibiting such symptoms.
 - Cannot work because they have child/eldercare needs due to COVID_19-related facility closings.
 - Are non-mandatory and cannot telework because position duties cannot be performed remotely or alternate remote work is not feasible.
- Non-mandatory employees who were on other pre-approved leave, choose not to work, or are unavailable for reasons other than those listed above must use the pre-approved leave type or another applicable leave.
- Employees designated as “mandatory” receive regular pay.

April 1-30, 2020:

- Mandatory employee definition remains the same as March 16-31. Other employees are expected to telework if feasible. Management may reassign an individual to complete other work assignments that are not part of their normal work duties.
- Mandatory permanent employees will receive added compensation for hours required to be worked **onsite**:
 - Hourly (FLSA non-exempt): 1.5 times hourly pay rate, plus compensatory time off at 1.5 hours worked over 40 hours/week.
 - Salaried (FLSA exempt): 1.5 times hourly pay rate.
 - Senior administrators, faculty, department heads, etc. are exempt.
 - Mandatory temporary employees may be paid 1.5 times hourly rate for work onsite, or receive higher adjusted pay rate. Temporary employees are not eligible for comp time.
 - Institution may award added compensation/comp time within 12 months of accrual date.
- Paid Administrative Leave for the reasons listed above will be provided to permanent employees. Institutions may choose to provide remote work opportunities and/or full or partial Paid Administrative Leave to any temporary employees (including students and retirees) based on available funds and operational needs.