1. **What documentation is required for administrative leave due to cold/flu/COVID-19?**
   If an employee shows any signs of cold/flu/COVID-19, they do not need any documentation to take administrative leave.

2. **Has the decision to pay the 1099 employees still the same?**
   As of now, UNCSA will honor current contracts and Payroll will review any new/changing contracts.

3. **What are the pros and cons of taking administrative leave for the employee and for the institution?**
   The pros, of course, are for the employee. Paid administrative leave will provide employees continuation of pay for those hours they are unable to work. The cons are to the institution in that UNCSA is proving salary dollars for time when the employee is unable to perform duties to support the institution.

4. **Can you describe any changes for how we note administrative leave vs worked time vs on campus time in the time system?**
   Employees taking administrative leave will need to code the hours as Other Leave Taken on their leave reports and enter a comment – COVID-19 (reason for leave).

5. **Is there an advantage (to the employee or the university) to using administrative leave vs. keeping employees on regular hours?**
   Administrative leave allows employees that are unable to work under the COVID-19 conditions (i.e. high risk, childcare, etc.) to continue receiving pay without having to use their own leave (vacation, sick or bonus).

6. **If an employee can do part of their work remotely, but not an entire days’ worth, should/can they record part of the time as worked and the rest as administrative leave?**
   Yes, if the reason they are unable to work falls under one of the COVID-19 reasons for taking administrative leave.

7. **If someone falls into one of the COVID-19 categories (quarantine, child/eldercare, high risk, etc.) do they have to take administrative leave, or can they continue to work?**
   It is recommended to allow employees to telework if possible, the administrative leave should be used for those unable to telework.

8. **What if a person does part of their work on site and part off site, each day?**
   Any work done onsite, with supervisor approval will be entered as Mandatory Pandemic Onsite work hours except for Tier I, Tier II and senior leadership positions.

9. **How do employees record time in Banner on days they work on campus?**
Any employees designated by their supervisors as mandatory and HR is aware, will enter hours that they must report on campus as Mandatory Pandemic Onsite worked hours. Instructions can also be found on the HR webpage under the COVID-19 leave instructions.

10. What if normal operations are impacted by an employee taking paid administrative leave? Will expectations of departments be adjusted based on how many people are on leave?
   If normal operations are impacted, it is at the discretion of the supervisor or department head to adjust employee schedules to meet the needs of campus and the department.

11. If an employee is working from home and they fall into one of the categories can they continue to work from home, or do they have to take administrative leave.
    Yes, if an employee can work from home/telework, then they should continue to work from home/telework.

12. If an employee is designated mandatory but qualifies to take administrative leave, and takes administrative leave, may the supervisor designate another employee to substitute as mandatory?
    Yes, supervisors may adjust employee schedules as necessary to meet the needs of the department.

13. If someone has been using intermittent FMLA will that have any impact on their paid administrative leave?
    Yes, if a person is on preapproved leave, they would be expected to continue taking leave on days they are not working/teleworking, if they are unable to telework then administrative leave may be used.

14. Does an employee designated as mandatory need to report to work daily or can they telework on some days as approved by their supervisor?
    This would need to be discussed with the supervisor, some employees may not need to report every day.

15. Does paid administrative leave have to be made up at some point?
    No, as of now, paid administrative leave does not have to be made up, but you must meet one of the COVID-19 conditions to be eligible.

16. Will employees continue to submit leave reports every other week as usual?
    Yes, employees with continue to submit their leave reports either biweekly or monthly, the only difference will be for those taking administrative leave (use other leave taken in lieu of sick or vacation).

17. When can an employee use paid administrative leave?
    For March 16 – April 30, 2020, a permanent or temporary employee may be granted paid administrative leave if:
i. The employee is quarantined by a public health official due to possible exposure but has not been determined to be infected with COVID-19.

ii. The employee is having symptoms potentially related to COVID-19 (fever, cough, shortness of breath) or caring for a dependent with such symptoms.

iii. The employee is high risk for COVID-19 infection or is a caregiver to someone who is high risk.

iv. The employee must care for a parent, child, or spouse due to a child/elder care facility or school closing.

v. The employee is not a mandatory employee and, due to the nature of their position, cannot perform their duties remotely.

18. Who are mandatory employees, what does that mean, and how do I know if I am one?

For the purposes of the COVID-19 event only, mandatory employees are employees (permanent or temporary) who are required to work onsite during a public health emergency because their positions have been designated by the institution as mandatory to operations during the emergency. Designated mandatory employees will be notified by their supervisors and informed if they are required to report for or remain at work in emergency situations. Additional employees may also be designated to work if needed due to the length of the emergency, illness of mandatory employees, or other needs. (Note: due to the length and severity of this event, the definition of “mandatory employee” used in relation to the COVID-19 outbreak is different than what is typically used during an adverse weather event or other emergency.)

19. How will I know if I am designated as a mandatory employee?

Mandatory employees should have already been notified by their supervisor of this designation and the requirements that come along with it. Employees with questions should talk with their direct supervisor or the institution’s HR office.