MEMORANDUM

To: Permanent Employees and Supervisors
From: N.C. A&T State University, Division of Human Resources
Date: March 27, 2020
RE: Tracking Administrative Paid Leave for Permanent Leave Earning Employees

Beginning March 16, employees who are not able to work due to one of the following reasons are eligible to receive administrative paid leave:

- Quarantine;
- Sick/caring for dependent due to cold, flu, COVID-19 symptoms;
- Employee is high risk for COVID-19 or is a caregiver to someone who is high risk; (i.e., over 65 years of age; have underlying health conditions, including heart disease, lung disease or diabetes; or a weakened immune system);
- Employee must care for parent, child or spouse due to child/elder care or school closing;
- Employee is not mandatory and due to the nature of their position, cannot perform duties remotely.

Employees on paid administrative leave should report Other Leave Taken on their leave reports, in addition to a Comment in the following format:

COVID19 Quarantine
COVID19 Day Care/Eldercare
COVID19 High risk
COVID19 Teleworking not available
COVID19 Other, add valid reason

In no case should an excess of 40 hours be reported in a single workweek where Other Leave Taken is used.

Leave Report

<table>
<thead>
<tr>
<th>Date</th>
<th>Made by</th>
<th>Confidential</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 24, 2020</td>
<td>Employee Name</td>
<td>No</td>
<td>COVID19 Quarantine</td>
</tr>
</tbody>
</table>

Leave Reports will be returned for correction, if a Comment is not provided in the appropriate format.

For questions, please contact hr.benefits@ncat.edu.