

In the event of a pandemic or communicable disease emergency, the following provides an overview of key policy provisions for University faculty and staff.

Level 1: Alternative Work Arrangements

University officials may implement actions to limit the spread of disease during a communicable disease event following guidance or orders from the Governor and/or public health officials, including:

- Teleworking, use of conference calls and videoconferencing, and limitations on travel;
- Canceling meetings, workshops, and classes; and
- Requiring the use of personal protective equipment (PPE) such as masks.

Individuals who have traveled to highly affected areas may be required to self-quarantine and not return to work until the potential incubation period has passed. **Employees required to work under alternative arrangements will receive regular pay.**

Level 2: Isolation/Quarantine of Ill, Symptomatic, or Exposed Employees

If employees become ill or are exposed to disease, then state or local public health officials have the ability to enforce quarantine or isolation procedures.

- Employees who are quarantined **at the direction of public health officials will receive paid administrative leave** until the specified period of time ends or the employee becomes ill with the communicable disease, whichever comes first. Written verification from a public health official is required to confirm this status as soon as practicable.
- If an employee is not subject to official quarantine by public health authorities, but the UNC System president or chancellor believes that an employee has symptoms associated with a communicable disease, the UNC System or constituent institution **may direct the employee not report to work, in which case use of compensatory time off, sick leave, vacation leave, or bonus leave is required.** Likewise, employees who opt to not report to work at their own discretion due to potential illness would use appropriate leave.
- If an employee becomes ill and it is determined to be work-related in accordance with the Workers' Compensation Act, then the workers' compensation policy applies. If the illness is deemed to be due to an off-the-job exposure, then the sick leave policy will be applied. Family and medical leave and family illness leave policies may also apply. If an employee does not have enough sick leave, the institution may work with the employee to advance leave or make arrangements for the employee to make up the time if the University determines that the work situation will allow it.

Level 3: Institution or Part of an Institution is Closed

If the emergency is severe, the governor, public health officials, the UNC System president, or a chancellor may order an institution, or part of an institution, to close for a period of time.

- If alternative work locations or teleworking are available, employees should plan to work remotely.
- In the event that the institution is closed or that non-mandatory employees are ordered to not report to work and cannot work remotely, then employees may be granted paid administrative leave for up to 30 days.
- Designated mandatory employees may be required to report to work or to work remotely. Additional employees may also be designated to work if needed due to the length of the emergency, illness of mandatory employees, or other needs. Mandatory employees (other than senior officers of an institution) who are required to report to work receive time-and-a-half compensation for all hours worked onsite during a closure.
- If this section of the policy is put into effect, the president or chancellor must review the compensation and leave provisions every 30 days in consultation with appropriate authorities.

Level 4: Emergency Furlough Provisions

An emergency furlough, or temporary layoff, may be declared if the institution remains totally or partially closed for an indefinite period of time. This scenario is relevant only for the most severe of public health emergencies.

- Employees will continue to accrue total state service, vacation, and sick leave while on emergency furlough.
- Employees will be entitled to participate in the State Health Plan. The institution will continue to pay the employer contribution; the institution may also pay the employee contribution for the pay period following the furlough, with the provision that the employee will repay the institution for this contribution.
- Employees may be eligible for unemployment benefits.