



**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**

Earnings	Total Hours	Total Units	Monday , Mar 16,2020	Tuesday , Mar 17,2020	Wednesday, Mar 18,2020	Thursday , Mar 19,2020	Friday , Mar 20,2020	Saturday , Mar 21,2020	Sunday , Mar 22,2020	Monday , Mar 23,2020	Tuesday , Mar 24,2020	Wednesday, Mar 25,2020	Thursday , Mar 26,2020	Friday , Mar 27,2020	Saturday , Mar 28,2020	Sunday , Mar 29,2020
Other Leave Taken	80		8	8	8	8	8			8	8	8	8	8		
Total Hours:	80		8	8	8	8	8			8	8	8	8	8		
Total Units:																

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

**Comments**

Date	Made by	Confidential	Comments
Mar 24,2020 8:00 am	Employee Name	No	COVID19 Quarantine

For questions, please contact [hr.benefits@ncat.edu](mailto:hr.benefits@ncat.edu).