

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 507: Pandemic Emergency Leave

The following is a Pandemic Emergency Leave provision authorized by the Board of Trustees in response to a pandemic event. It is available for use at the discretion of the President subject to the availability of funding. The Pandemic Emergency Leave set forth herein is available for qualifying leave during the declared state of emergency due to the COVID-19 pandemic, subject to the available funding and to the discretion of the President to extend such leave availability.

## Use of Pandemic Emergency Leave

Consistent with usual work schedules, up to 40 hours of paid Pandemic Emergency Leave per month may be granted when the College directs an employee to quarantine or isolate based on the most current COVID-19 Protocols.

1. All employees must complete the Self-Reporting Form in order for the College to determine the amount and duration of approved Pandemic Emergency Leave.
2. The use of Pandemic Emergency Leave may be denied if an employee has the option to telework. The College may subsequently determine that a telework option exists for the employee and direct the employee to telework.
3. For Part-Time employees, Pandemic Emergency Leave may be based upon the employee’s average hours per week over the course of the previous month or based upon the planned schedule prior to the pandemic.
4. Employees who were on other pre-approved leave, choose to not work, or are unavailable for reasons other than provided for in this Pandemic Emergency Leave provision must use available and applicable leave types.
5. Employees must comply with the Requesting and Reporting of Absence Procedure 507.14 to include prior notification to the immediate supervisor, when foreseeable, and completion of the Request for Leave form.
6. Both Critical and Non-Critical Employees who may fall into the High-Risk Category and are unable to telework may be extended the use of Pandemic Emergency Leave with the approval from the Executive Director of Human Resources.
7. If the President directs the entire College to work remotely, both Critical and Non-Critical employees who are unable to telework may be allowed to utilize Pandemic Emergency Leave with the approval from the President of the College.
8. The College will make every effort to work with employees who may have child or elder care needs during the Pandemic by extending Teleworking and Alternative Work Schedule options. In certain circumstances, the President may allow the use of Pandemic Emergency Leave if Teleworking and Alternative Work Schedules are not feasible for the impacted employee.
9. The President of the College may allow additional exceptions to the use of Pandemic Emergency Leave.

## Unused Pandemic Emergency Leave

Unused Pandemic Emergency Leave is not transferable, nor can the employee be paid for unused leave upon separation from the College. Pandemic Emergency Leave cannot be utilized after the pandemic event ends.

## Process for Requesting and Reporting Pandemic Emergency Leave

Refer to the Requesting and Reporting of Absence Procedure.

## Delegation of Authority

During the period of a State of Emergency declared by the Governor, the Board of Trustees hereby delegates full authority to the President or designee to take all actions to implement any and all paid and unpaid leave options available from any federal, state, or local sources to keep employees in a paid status and/or covered by employment benefits. This authority includes extending the amount of Pandemic Emergency Leave made available to employees under this procedure.

## Definitions:

**“High-Risk” Employees -** Employees with confirmed underlying health conditions; and/or a weakened immune system. Employees providing care to someone of high risk may also be considered High-risk employees. High-risk employees may be allowed to telework or apply the provisions of this procedure with the approval from the Executive Director of Human Resources.

**Pandemic** – A disease epidemic that has spread across a large region and is recognized by the federal or State of NC government.

## See Also:

Policy 512.01 Communicable Disease and Occupational Exposure to Bloodborne Pathogens

Owner: Executive Director, Human Resources & Organizational Development, x 7900

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