



OFFICE of HUMAN RESOURCES

**COVID-19 UPDATES:
OSHR Communicable Disease Pandemic Policy & Community Service Leave
April 16, 2020**

The following policy updates have been shared by UNC System Office and the Office of State Human Resources (OSHR) in response to the COVID-19 event. Given the dynamic and evolving nature of this situation, we expect further guidance will continue to be issued with respect to COVID-19 in the days ahead and will continue to keep you updated. In the meantime, please continue to visit the [UNCW coronavirus site](#) and the [Human Resources coronavirus site](#) for resources and information.

Communicable Disease Pandemic Policy Updates

OSHR continues to revise their Communicable Disease Pandemic policy in response to the COVID-19 event. The revised policy is [posted on the OSHR website](#). OSHR has stated they will continue to revise the policy as needed due to the pandemic. In general, these revisions incorporate the new paid administrative leave provisions (“State of Emergency Leave”) and compensation allowance for mandatory employees.

Community Service Leave Updates

OSHR has approved a temporary expansion of Community Service Leave for **non-mandatory** employees to volunteer with service organizations in support of COVID-19 activities. With supervisory approval, eligible employees can use up to 160 hours of Community Service Leave through April 30. Opportunities through the [state’s volunteer organizations](#) include

- delivering meals,
- sorting food donations,
- supporting non-profit organizations working with vulnerable populations,
- and conducting wellness checks by calling or texting from your home.

For more information, visit <https://www.nc.gov/agencies/volunteer/disaster-assistance-covid-19>. The expansion of Community Service Leave can also be used to volunteer for other COVID-19-related needs or organizations.

For additional community service resources and information, please visit the links below:

- [UNCW Office of Community Engagement](#)
- [UNCW Community Engagement for Employees](#)

Leave Keeping Guidance – Community Service Leave

Employees who use Community Service Leave in support of COVID-19 activities should report any Community Service Leave taken under “Comm Serv Lv Taken” in their leave report.