

**OFFICE OF STATE HUMAN RESOURCES**  
**EMPLOYEE WORK AND STATE OF EMERGENCY LEAVE PROVISION #3\***  
**EFFECTIVE APRIL 1 – 30, 2020**

Applies to GS 126 employees (and temporary employees as determined by agencies)  
Exceptions to these provisions must be approved by the State Human Resources Director

The following is the third State of Emergency Leave provision authorized by the State Human Resources Director in response to the COVID-19 event and is available for use at the discretion of each state agency, subject to the availability of funding or the operational needs of the each Agency Head. These provisions are subject to modification or discontinuation by the State Human Resources Director at any time based on COVID-19 developments and Executive Orders. This State of Emergency Leave provision is per the employee's regular work schedule (or typical work schedule for temporary employees as determined by management) and does not include overtime or other special pay provisions.

Employee Designations and Work Assignments

- The CDC guidance on maximizing social distancing, staggered scheduling and teleworking opportunities to reduce the spread of COVID-19 should be considered by Agency Heads when determining which employees should be designated as mandatory for the purposes of this COVID-19 event. Agency leadership has the authority to designate any employee as mandatory when they are needed to provide support to mandatory operations at an agency worksite.
- The Agency should maintain a list of mandatory employees ~~direct(s)~~-14.3 (ho)-19or-6.6 (ry)T0 Tc 0 Tw 4.467 0-0.001

allow these employees to telework or apply other State of Emergency Leave provision



### Discretionary Special Leave Provisions for Temporary Employees

- **Effective April 1, 2020**, the Agency Head or designee has the discretion to continue to offer full or partial special leave provisions listed above to temporary employees based on available funds and operational needs; to discontinue such temporary employees, or place them in inactive status, as deemed appropriate and consistent with state and federal law.
- The Agency Head has the discretion to offer telework to temporary employees and/or to designate such employees as essential to address critical operational needs.

\* **State of Emergency Leave Provision #1:** On Friday, March 13, 2020, agencies and universities were notified that they could authorize up to 10 days (80 hours) of paid Swsepooyees aSo

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