



MEMORANDUM

To: Mandatory Employees

From: Heather White, Leave Administrator

Date: April 9, 2020

RE: **Leave Reporting for Pandemic Onsite Work**

This notification is to advise employees deemed mandatory to work onsite during the COVID-19 event. During COVID-19 planning, you have been designated as mandatory employees.

Only the designated SHRA and EHRA mandatory permanent employees will receive added compensation for hours required to be worked at a designated university worksite other than their personal residence, and only for those specific dates and times that such on-site work is required; off-site (teleworking) hours will not be subject to these added special compensation provisions.

FLSA Non-Exempt mandatory employees will receive 1.5 times their hourly pay rate for all hours worked on-site. FLSA Exempt mandatory employees will receive 1.5 times their hourly pay rate for up to 40 hours worked on-site in a work week:

- **Holiday Pay:** OSHR has clarified that mandatory employees who have to work on Friday’s Spring Holiday will receive holiday pay, if eligible, but will not receive any additional COVID-19-related compensation for that day. Of course, overtime rules still apply.

Example of Pandemic Mandatory Onsite Work:

Earnings	Total Hours:	Monday April 6, 2020	Tuesday April 7, 2020	Wednesday April 8, 2020	Thursday April 9, 2020	Friday, April 10, 2020	Saturday April 11, 2020	Sunday April 12, 2020
Pandemic Mandatory Onsite Work	32	8	8	8	8			
Paid Holiday						8		
Holiday Hours Worked						8		
Total Hours:	32	8	8	8	8	16		

Please contact me via email at hmsmith1@ncat.edu or by telephone at **336-334-7862** with any questions or concerns.