

## COVID-19 Community Service Leave Guide

The chart below reviews the different types of COVID-19 community service leave options. Please refer to the [Benefits Community Service Leave](#) page for information on regular community service leave options.

Please note that employees who took COVID-19 community service leave between March 1, 2020, and May 22, 2020, to volunteer at a nonprofit that serves individuals affected by COVID-19 should submit their previously approved leave time using the form below.

Type of Community Service Leave	Hours Granted	Usage	How to Submit
<b>COVID 19 Community Service from 03/1/2020 to 05/22/2020</b>	160 hours, prorated based on full-time equivalent (FTE)	To work with nonprofit organizations for COVID-19-related volunteer activities only	<ul style="list-style-type: none"> <li>Submit your request by filling out the <a href="#">COVID-19 community service request form</a>.</li> <li>Approval will be verified with your supervisor.</li> <li>The hours will be entered as Other Management Approved Leave by a member of the leave administration team.</li> </ul>
<b>COVID-19 Community Service from 08/1/20 to 12/31/20</b>	80 hours, prorated based on FTE	To work with nonprofit organizations for COVID-19-related volunteer activities only	<ul style="list-style-type: none"> <li>Go to WolfTime and then click Request Absence.</li> <li>Under Absence Name, select COVID-19 Community Service.</li> <li>Under Reason, select Volunteering.</li> <li>The request will be submitted to your supervisor for approval.</li> </ul>
<b>COVID-19 Tutoring/Mentoring Community Service Leave from 08/17/20 to 12/31/20</b>	36 hours, prorated based on FTE	<p>To tutor or mentor a student in a public or nonpublic school to support virtual or hybrid instruction for at-risk students who require temporary or ongoing support to succeed academically</p> <p>Parents can use this community service leave option to assist their children with online learning needs.</p>	<ul style="list-style-type: none"> <li>Go to WolfTime and then click Request Absence.</li> <li>Under Absence Name, select COVID-19 Community Service.</li> <li>Under Reason, select Tutoring/Mentoring.</li> <li>The request will be submitted to your supervisor for approval.</li> </ul>

# Frequently Asked Questions

## **Who is eligible to use community service leave?**

Community service leave is available to permanent, probationary or time-limited employees and requires preapproval from the employee's supervisor.

## **My COVID-19 community service leave balance says I have 116 hours. Can I use this for either type of community service leave?**

No, 80 hours of the leave is available to use for COVID-19-related volunteering at a nonprofit organization, and the other 36 hours are available to use for COVID-19-related tutoring/mentoring.

## **What does at risk mean?**

The term at risk refers to "students who, by virtue of their circumstances, are more likely than others to fail academically," according to the Office of State Human Resources.

## **How does COVID-19 community service leave affect the use of regular community service leave?**

The use of COVID-19 community service leave for volunteering at a nonprofit organization or tutoring/mentoring will not affect your balance of regular community service leave hours. All requirements for use of regular community service leave hours still apply.

## **When would I use COVID-19 tutoring/mentoring community service leave instead of applying for leave under the Families First Coronavirus Response Act?**

If you think you qualify for leave under FFCRA, submit an application, and it will be reviewed to determine your eligibility.

## **I am not sure which type of community service leave I should request. What should I do?**

You should work with your supervisor, your HR department or University Human Resources to help determine which type of community service leave you should request. Please remember that all community service leave must be preapproved and can be denied based on business needs. Please see the community service leave scenarios below.

## **Are grandparents eligible to use community service to tutor or mentor their grandchildren?**

According to information provided by the University of North Carolina System, employees who are grandparents can't use COVID-19 community service leave to tutor or mentor their grandchildren. Parents can leverage community service leave to assist their children with their online work. An employee who happens to be a grandparent can volunteer to assist with the tutoring and mentoring of school-aged children through a school.

## **Can I use COVID-19 community service hours to work as a precinct official for the elections?**

To support county boards of elections across North Carolina in their work to provide full access to all voters, the Office of State Human Resources authorized an exception to community service leave to allow up to three days (24 hours) of paid leave for state employees to become election workers. The 24 hours allowed is part of the up to 80 hours of COVID-19 community service leave that employees can use for volunteering. For more information, see the [OSHR Election Worker FAQ](#).

## Community Service Leave Scenarios

Scenario	Does the scenario qualify for COVID-19 tutoring/mentoring community service leave?	Is there another type of leave that I can use?	Do I qualify for leave under FFCRA?
My child has been assigned an at-home task that needs to be completed during school hours.	Yes	If community service leave is not approved or has been exhausted, vacation leave can be used.	You may qualify. Contact <a href="mailto:ffcra-questions@ncsu.edu">ffcra-questions@ncsu.edu</a> to review your specific scenario.
I have volunteered to work in the parking lot of my child's school during a drive-thru COVID-19 testing day.	No	COVID-19 community service for volunteering can be used.	No
I am assisting a child in my family, who is not my child, with online learning needs.	No	Vacation leave can be used.	No