



Emergency Leave for Employees

COVID-19



GCS employees may be eligible to receive full pay for absences taken due to the COVID-19 pandemic.

Am I Eligible to be Paid?

March 16 - March 31: Employees who used paid or unpaid leave because they were unable to work for a qualifying reason due to COVID-19 may be eligible to receive **full pay** through March 31, 2020.

April 1 - April 30: Employees unable to work for a qualifying reason may be eligible to receive **full pay** through April 30, 2020.

Regular FMLA remains in place and will continue to provide eligible employees with up to 12 weeks of job protection for qualifying reasons, including to care for a spouse, child, or parent who has a serious health condition or to care for the employee's own health condition.

In addition to the emergency paid leave that was described, you may also use your accrued sick or annual leave if you are unable to work due to the COVID-19 pandemic.



I Need Leave! How do I apply?

Complete the appropriate form (linked below) for the leave you are requesting.

[COVID-19 March State of Emergency Leave Form](#)

[COVID-19 April State of Emergency Leave Form](#)

Submit completed form(s) to your financial secretary or principal.



State of Emergency Leave - Full Pay for Employees

The NC State Board of Education authorized GCS to provide up to 168 hours of State of Emergency Leave to eligible employees unable to work due to COVID-19. State of Emergency Leave is in effect from April 1 - 30, 2020.

Up to 96 hours of additional State of Emergency Leave for the period of March 16 - 31, 2020, may be retroactively applied to employees who used leave during this period (paid or unpaid) for one of the qualifying reasons. You may be eligible for this leave if you are unable to work on-site or remotely for a qualifying reason.



Families First Act - Emergency Paid Leave

The Families First Act provides the following benefits for eligible GCS employees:

- Up to 80 hours of fully paid leave if you are unable to work or telework because you have been ordered to isolate or self-quarantine due to COVID-19, or if you are symptomatic and seeking a medical diagnosis for COVID-19. (Capped at \$511/day and \$5,110 total)
- Up to 80 hours of leave at 2/3 of your regular pay if you are caring for someone isolated or quarantined, or if you cannot work because your child's school or childcare provider is closed due to COVID-19 precautions. (Capped at \$200/day and \$2,000 total)

Families First Act - Expanded FMLA for Childcare

The Emergency Family and Medical Leave Expansion Act provides that eligible employees can receive:

- Up to 12 weeks of job protected leave at 2/3 your regular pay if you are unable to work or telework because your child's school or childcare provider has closed due to the COVID-19 crisis. (Capped at \$200/day and \$10,000 total)

I have questions! Who do I call?

If you have questions, please contact Joey Clinton 704-866-6112 at Human Resources.