How do I request Administrative Leave COVID-19 in Kronos WFR?

Tell Me

Effective June 1, 2020, and continuing until revised or rescinded, the UNC System Office issued additional guidance that affects leave provisions and Administrative Leave COVID-19. While administrative leave will still be available, leave under the provisions has significantly changed. Depending on the situation, an individual may need to apply for leave available under the Families First Coronavirus Response Act (FFCRA), traditional Family Medical Leave or request an accommodation to address their individual needs.

Administrative Leave COVID-19 can be used when employees cannot telework or for eldercare when a facility has closed due to COVID-19.

Beginning June 1, Administrative Leave COVID-19 will be paid at two-thirds pay, and the employee can choose to supplement this leave with one-third of personal accrued leave to receive full pay. Administrative Leave COVID-19 hours should be submitted in Kronos WFR and through the payroll process, the supplemental one-third personal accrued leave will be reduced based on the hierarchy shown below.

- If supplementing the Administrative Leave COVID-19 leave with personal accrued leave, choose one of the two new Time Off types:
  1. Admin Leave- Unable to Telework-No LWOP
  2. Admin Leave-Eldercare-No LWOP
- If not supplementing the Administrative Leave COVID-19 leave with personal accrued leave, then choose one of the following new Time Off types:
  1. Admin Leave-Unable to Telework-LWOP
  2. Admin Leave-Eldercare-LWOP

To request Administrative Leave COVID-19 effective June 1, 2020:

1. Log in to Kronos WFR.
2. Submit a Time Off Request.
3. Select ONE of the following as the Time Off type:
   a. Admin Leave-Unable to Telework-No LWOP
   b. Admin Leave-Unable to Telework-LWOP
   c. Admin Leave-Eldercare-No LWOP
   d. Admin Leave-Eldercare-LWOP
4. The time selected should be time missed based on the employee’s normally scheduled hours, but only for the amount of time that would equal the total hours for the week based on the employee’s FTE (i.e. 1.000 FTE = 40 hours/week; .50 FTE = 20 hours/week).

Info

If the employee chooses to use personal accrued leave to supplement administrative leave, Kronos will pull from leave buckets in the following order:
Compensatory Time (all types) > Sick > Vacation > Bonus (BONSAL, then BONSPL, then BONREG) > Floating Labor Day Holiday

If, after the supplemental leave has been reduced, you require that a different leave category be used for your supplement, refer to this FAQ for steps on how to request the change.

Nonexempt employees: ADMIN LEAVE-COVID-19 time off hours should not cause the employee to report more than the total hours allowed based on the employee’s FTE (e.g., an employee of 1.000 FTE should not exceed 40:00 weekly hours).

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STOP!

The process below expired on May 31, 2020. Please refer to the current process above to request Administrative Leave COVID 19 as of June 1, 2020.

Administrative leave related to COVID-19

Administrative Leave COVID-19 for all mandatory and non-mandatory employees will be in place March 15 - until further notice for the following situations related to the coronavirus (COVID-19): Those who cannot work because of childcare or eldercare facility closings; those who cannot telework because their duties cannot be performed remotely and reasonable alternate remote work is not possible; and those who are unable to work due to cold, flu, or COVID-19 symptoms or they are providing care for someone with symptoms from these illnesses. More information is available on the Emergency Management’s website.

To request Administrative Leave COVID-19:

1. The employee should log in to Kronos WFR.
2. Submit a Time Off Request.
3. Select **ADMIN LEAVE-COVID-19** as the time off type.
4. The time selected should be time missed based on the employee’s normally scheduled hours, but only for the amount of time that would equal the total hours for the week based on the employee’s FTE (i.e. 1.000 FTE = 40 hours/week; .50 FTE = 20 hours/week).
5. Employees are required to leave a comment and should include one of the four reasons below, as defined on the emergency management site.
   a. High Risk Mandatory Employee
   b. Childcare or Eldercare Issues
   c. Unable to Telework
   d. Ill from cold, flu, or COVID-19

**Nonexempt** employees: **ADMIN LEAVE-COVID-19** time off hours **should not** cause the employee to report more than the total hours allowed based on the employee’s FTE (i.e. An employee of 1.000 FTE should not exceed 40:00).

**Student and Temporary employees** will need to enter their request in **WebTime Entry** and should refer to [this FAQ](#) for guidance.

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**Related FAQs**

- How do I request Administrative Leave COVID-19 in Kronos WFR?
- How do I enter hours for approved Families First Coronavirus Recovery Act (FFCRA) leave in Kronos WFR?
- How do I change the leave type used to supplement my use of Admin Leave-COVID-19 in Kronos WFR?
- How do I add a single punch in or out within Kronos WFR?
- How do I request the Labor Day Floating Holiday in Kronos WFR?