

## FAQs for Office of State Human Resources (OSHR) Leave Provisions for Hurricane Florence

### Other Management Approved Leave (OMAL)

**Q: Can employees use OMAL to care for children whose public/private K-12 school closed?**

A: No, employees who were absent specifically due to unexpected school closings will not be able to use OMAL. Other approved Leave must be used to cover an absence due to unexpected school closings.

**Q: Can employees use OMAL when they have no damage to their homes and their worksite is operational, but road conditions prevent them from getting to work?**

A: No, if an employee cannot drive to work because of poor road conditions, then the employee must use approved leave or leave without pay to account for time not worked.

**Q: The county I work in declared Adverse Weather Condition 3. What should I do about my work time for those days?**

A: Employees who work in an area that was declared Condition 3 by the UNC System Office should use this [form](#) to track time during those days. Condition 3 status applies ONLY to employees in counties included in the federal Major Disaster Declaration and counties that the state has requested to be included. The most recent list of counties that Condition 3 applies to can be found via this link: <https://www.ncdps.gov/emergency-declarations>. Information collected in this form will be used by Human Resources to review and enter OMAL for employees and record the location, date(s) and hours an employee wants to be considered for OMAL due to Condition 3 for Hurricane Florence. Use of OMAL **does not affect an employee's leave balance**.

### OMAL: Loss of or Substantial Damage to Primary Residence

**Q: Does the 80 hours of OMAL for loss of or substantial damage to the employee's primary residence need to start on Sept. 24, 2018?**

A: This leave will be available to affected employees if they incurred substantial damage to their primary residence during Sept. 14-24, 2018. This leave can be used in the first 60 calendar days after damage occurs. OSHR assumes most storm-related damage will have been incurred by Sept. 24 but will reassess that end date if there is information that shows further delayed effects from the storm.

**Q: Does NC State need to collect proof of an employee's claim of substantial damage before granting OMAL?**

A: Yes, NC State is required to collect documentation of substantial damage before granting OMAL. This documentation would include home insurance documentation, FEMA application or report, disaster loan documentation, photographs, documented meetings with contractors, job estimates and receipts for purchased supplies.

### OMAL: Difficult Living Situations

**Q: Can OMAL for difficult living situations extend to Sept. 23, 2018, for employees who work weekends?**

A: Yes, OMAL for difficult living situations covers absences for the employee's regular work schedule for the work week of Sept. 16-23. This OMAL cannot be extended beyond this period. The most recent list of counties that the provisions apply to can be found via this link: <https://www.ncdps.gov/florence>.

**Q: What is the OMAL cap for difficult living situations?**

A: The approved OMAL cap for difficult living situations is up to 40 hours for the period of Sept. 16-23.

## Community Service Leave (CSL)

**Q: Can employees use CSL to volunteer to clean up facilities for their own agency/university?**

A: An employee can volunteer in a state agency provided that the service is outside of the employee's normal scope of duties and responsibilities and that the employee is **not** receiving any form of compensation for the services rendered.

**Q: Are the 16 additional hours of CSL limited to use for hurricane relief efforts?**

A: Yes, the additional 16 hours of CSL is limited to use for hurricane relief efforts.

**Q: When will the 16 hours of CSL be available?**

A: Modifications are being made to WolfTime and the HR payroll system to account for the additional 16 hours of CSL. The anticipated completion date is Oct. 31, 2018. Employees should enter the request in WolfTime by using the drop-down menu to select "Hurricane Florence Relief." The additional Hurricane Florence relief CSL will expire Dec. 31, 2018.

**Q: What can CSL be used for?**

A: Based on the temporary expansion of CSL, up to 40 hours may be used for volunteer activities in State of North Carolina Public Universities, Community College System, State or Local Government entities, Community Service Organizations and any other Florence-related volunteer activity.

**Q: How can employees learn about volunteer opportunities?**

A: Visit VolunteerNC.gov to learn about statewide activities and donation of funds and/or goods

## Miscellaneous

**Q: Why did NC State University declare an adverse weather Condition 2 and not Condition 3?**

A: The chancellor or provost has institutional delegated authority to declare a Condition 1 or Condition 2 adverse weather event. However, only the president of the UNC System can declare a Condition 3 after an adverse weather event. Condition 3 is limited to events that pose the most severe risks to health and safety or present the most difficult logistical challenges that will severely impede the efficient and effective functioning of the university. Examples include severe weather events that involve substantial numbers of downed trees and/or power lines or uncontrolled flooding over a substantial portion of the local commuting area; substantial and unusual accumulations of snow, ice or water that risk building stability or safety; or a loss of critical utilities (e.g., power, heat, cooling, water, life-safety systems). In the event of a loss of utilities, the expected duration of the loss and the feasibility of implementing alternate work sites or logistical arrangements may influence whether to declare Condition 2 (suspended operations) or Condition 3 (closure).

**Q: Are temporary employees eligible for any leave options related to Hurricane Florence?**

A: No, temporary employees do not earn leave and are not eligible for OMAL or CSL.