What are UNC Charlotte's time off policies?

Tell Me

Time off policies for staff and student employees are generally equipped to handle contagious illnesses. Unless you are faced with an exceptional circumstance, you should instruct staff and student workers to continue to follow your department’s standard practices for requesting time off. In addition to existing policies and in order to keep our community healthy, individuals may use of sick time. For example: if the duties of a position do not lend themselves to teleworking and a staff member has a significant health concern that makes them feel unsafe in the workplace, they should request sick leave in Kronos.

In addition to sick time off, staff may also use other types of time off for family care emergency absences when regularly scheduled care plans are interrupted due to a school, camp, facility closure and/or the unexpected absence of a care provider. If you have questions, the Benefits Office is available to offer guidance at Benefits@uncc.edu, or 704-687-8134.

Related FAQs

- How do I digitally sign and submit disbursement forms?
- How do I change the leave type used to supplement my use of Admin Leave-COVID-19 in Kronos WFR?
- What is teleworking and how does it differ from other forms of remote work?
- What if I, or someone in my family feels sick?
- What are UNC Charlotte's time off policies?