Coronavirus (COVID-19) Update: Updated Leave Options Available for all NSU Employees including Wage Employees and Adjunct Faculty
April 01, 2020

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This is an update to Norfolk State University Community:

Our highest priority is the safety and health of our NSU Community. NSU is continuing to monitor the COVID-19 (Coronavirus) and its impact in the Commonwealth.

First and foremost, thank you all for your hard work, diligence, and commitment to the success of NSU. Our students have been successfully engaging in online and remote learning provided by our wonderful faculty. Our staff and administrators, on campus and telecommuting, have worked diligently to support the functions that have allowed us to successfully continue all of our operations.
The Commonwealth of Virginia and the federal government have provided guidelines for employees needing assistance due to COVID-19. These guidelines regarding leave include the following:

- **State of Virginia provides for 160 Hours paid leave** (effective March 26)  
  (Public Health Emergency Leave Policy [PHEL]– DHRM 4.52)

- **Federal Government provides for an additional 80 Hours paid leave** (effective April 1–December 31)  
  (Families First Coronavirus Response Act: Employee Paid Leave Rights)

- **Family Medical Leave Act (FMLA) provides 10 weeks of paid leave** (medical documentation required) –  
  Click here for additional information.

The following are circumstances for which an employee may use the aforementioned leave options:
• The employee needs to attend to their medical needs or the medical needs of an immediate family member being tested or treated for COVID-19

• The employee has chronic health conditions or is 65 years of age or older and there are no flexible alternative work options to maintain social distancing

• The employee needs to make alternative childcare arrangements due to closure of the child’s day care centers/schools due to COVID-19

• The employee has a job that is not conducive to telecommuting or alternative work plans

These new guidelines are applicable to all NSU employees including wage and adjunct faculty. It is anticipated that essential designated staff that are on campus to ensure business continuity of university operations are expected to work as scheduled. We encourage staff that are telecommuting to continue to do so unless they are impacted by COVID-19. If you have questions, please contact the Office of Human Resources at 757-823-8600.