Information on Non-Closure Emergency Leave Policy

The Kennesaw State community has faced unprecedented circumstances as we transitioned the work of the university in response to the coronavirus (COVID-19). As KSU faculty and staff have transitioned to remote learning, we continue to manage our workforce to help us continue our mission while being mindful of the health and safety of our students, faculty and staff. As the situation surrounding the virus remains fluid, KSU continues to work in close collaboration with the University System of Georgia (USG) on guidance in order to ensure business operations are maintained and critical services are provided.

While KSU remains open to facilitate remote instruction and perform critical functions, operations are reduced throughout all divisions and on both campuses due to COVID-19. To support employees who are impacted by these reduced operations, on Friday, March 20, 2020, the USG issued Non-Closure Emergency Leave Procedures that give USG presidents the authority to allow leave with pay in situations where the institution remains open but with reduced operations.

KSU has implemented Non-Closure Emergency Leave with Pay to provide compensation to certain KSU employees for hours not worked up to the equivalent of their regularly scheduled hours per week when there is not work for those employees to perform. All relevant KSU benefits will continue to apply. This leave category is in effect from March 23, 2020 through May 7, 2020, or upon the end of Georgia’s state of emergency declaration, whichever is sooner. Thereafter, KSU leadership will evaluate the need for Non-Closure Emergency Leave.

Employees eligible for Non-Closure Emergency Leave with Pay include regular full- and part-time KSU employees (both exempt/monthly and non-exempt/bi-weekly) who are not able to perform their regular duties through telework or other remote and flexible work arrangements.

All other employees, including temporary, student employees and rehired retirees are still permitted to telework or use flexible work arrangements where possible but are not eligible for Non-Closure Emergency Leave. Pursuant to the U.S. Department of Education guidance, Federal Work Study students will continue to be compensated for their regular work hours through the remainder of the semester.

The vast majority of KSU employees will not need to utilize Non-Closure Emergency Leave with Pay. The small group of employees who will need to use the leave will be contacted by their supervisors.