

**COVID-19-Related Leave for Academic Appointees: Guidance for Supervisors**  
**March 17, 2020 – Original Issuance**

The guidance below addresses special considerations for leaves taken by academic appointees as a result of COVID-19. All academic appointees, policy-covered and represented and including students, are eligible for the COVID-19-related leave described below.

This remains a very fluid situation, and the guidance below may be updated at any time. Please provide as much flexibility as is operationally feasible to academic appointees needing to take leave or work remotely. The following guidance replaces the information that was provided in the March 9, 2020 letter from Vice Provost Carlson and Acting Vice President Lloyd as it related to academic appointees and supports President Napolitano's Executive Order signed on March 16, 2020.

**A. Paid Administrative Leave may be taken *only* when at least one of the following circumstances are met**

1. When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member; or
2. When an employee is unable to work because the employee has been directed not to come to the worksite for COVID-19-related reasons and/or the worksite has implemented a COVID-19-related remote-work program or is under a shelter in place order and it is not operationally feasible for the employee to work remotely; or
3. When an employee is unable to work because a COVID-19-related school or daycare closure requires the employee to be at home with a child or dependent, and it is not operationally feasible for the employee to work remotely or in conjunction with the childcare commitment.

**B. General provisions for Academic Appointees during the Executive Order**

1. Paid Administrative Leave for COVID-19-related incidents is available for up to 16 working days or 128 hours.
  - a) Paid Administrative Leave is available for all academic appointees, policy-covered and represented, and is available as of March 1, 2020.
  - b) Paid Administrative Leave is not available for academic appointees with non-paid or without salary appointments.
  - c) Use of Paid Administrative Leave is at the request of the appointee in consultation with the supervisor. Approval processes are determined by each campus or location.
  - d) Use of Paid Administrative Leave must not adversely affect the delivery of essential university services. In addition to the clinical services delivered by UC Health, the **delivery of instruction is an essential university service.**
  - e) For exempt academic employees, use of Paid Administrative Leave is in full-day increments; a day is defined as the regular time that an appointee would have worked on that day regardless of the actual number of hours worked per day. For such exempt

employees, there will be up to 16 days on which the Paid Administrative Leave would occur.

- f) For hourly appointees, the total number of hours available is prorated to reflect the appointment percentage.
  - g) Paid Administrative Leave can be taken intermittently, and for exempt academic employees is recorded in whole days.
  - h) Paid Administrative Leave must be used by December 31, 2020 – after that date, Paid Administrative Leave will no longer be available.
  - i) Paid Administrative Leave is available for any new appointees hired during the duration of President Napolitano’s March 16, 2020 Executive Order.
  - j) An appointee who separates from the employment of the University before December 31, 2020 will lose eligibility for Paid Administrative Leave; there is no “cash-in” value connected to the leave.
  - k) An appointee who separates from the employment of the University before December 31, 2020 and then returns prior to the expiration date of the Executive Order will have their Paid Administrative Leave eligibility reinstated.
  - l) Paid Administrative Leave is calculated on regular base pay.
2. Academic personnel leave policies in the Academic Personnel Manual (APM) and respective collective bargaining agreements (Academic Researchers, Postdocs, Academic Student Employees, Non-Senate Instructional Unit, and Librarians) that apply to an appointee’s own illness will extend to cover a family member’s COVID-19 illness. This is also applicable when working remotely is not operationally feasible and the appointee is directed or is under a public order to not to come to work. These extensions of academic policy are in place for the duration of the President Napolitano’s March 16, 2020 Executive Order.
  3. Accrued leave or paid medical leave does not need to be taken prior to or in conjunction with the use of Paid Administrative Leave.
  4. Paid Administrative Leave for COVID-19 can be applied retroactive to March 1, 2020, the effective date of President Napolitano’s March 16, 2020 Executive Order.
  5. Members of the Health Sciences Compensation Plan (HSCP) must follow the same general tenets as are presented in this guidance, with the exception that all clinical services are considered essential university services.
  6. For academic appointees who are currently on leave, have by-agreement appointments, or for other questions, please consult with your local Academic Personnel Office.
  7. Campuses retain the ability to provide leave with pay as outlined in the APM.

Further detailed guidance will be provided to local Academic Personnel Offices from UCOP Academic Personnel and Programs.