

COVID-19-Related Leave for Academic Appointees: Guidance for Supervisors
March 17, 2020 – Original Issuance
March 20, 2020 – Second Issuance

The guidance for COVID-19-related leave for academic appointees will be updated periodically to provide additional information and clarification. Please link to the Academic Personnel and Programs webpage for the most recent guidance at <https://www.ucop.edu/academic-personnel-programs/index.html>.

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~~ the total compensation that would have been paid at the time that the leave is taken. *Updated 3/20/20*
 - m) Fund sources that would have been in place at the time that the leave is taken should be charged for Paid Administrative Leave unless directed otherwise. *Added 3/20/20*
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.

8. Postgraduate trainees, including Residents and Postdoctoral Scholars, are eligible for Paid Administrative Leave. Trainees that are paid directly by their sponsor (such as Postdoctoral Scholars-Paid Direct) are eligible for Paid Administrative Leave under the criteria and provisions listed above if their sponsor discontinues payments. In those cases, a paid direct-trainee must be entered into the payroll system on a trainee title (such as Postdoctoral Scholar-Employee) and will be subject to tax withholding and other deductions. *Added 3/20/20*
9. Appointees paid on a variable-hours basis, such as Readers and Tutors, are eligible for COVID-19-related Paid Administrative Leave with the following provisions:
 - a) The content of President Napolitano's Executive Order signed on March 16, 2020, including the criteria for use of Paid Administrative Leave, applies.
 - b) If criteria for use of COVID-19-related Paid Administrative Leave is met, hours eligible for paid administrative leave are:
 - Hours that were scheduled before the appointee met the criteria for use; and/or
 - Hours that are offered to the appointee and the appointee is unable to work due to a COVID-related reason covered under President Napolitano's Executive Order.
 - c) Hours covered under Paid Administrative Leave must be recorded and submitted through the location's time and attendance system. *Added 3/20/20*
10. For information on the eligibility of Work-Study awards for Paid Administrative Leave, contact your campus Career Center or Financial Aid Office. *Added 3/20/20*
11. Appointees who are paid a by-agreement flat-rate amount for their work are eligible for COVID-19-related Paid Administrative Leave under the criteria and provisions listed above with the following conditions:
 - Any terms of an employment agreement that address the contingent nature of pay shall remain intact. This includes stipulations regarding cancellation of agreements, such as for lack of enrollment.
 - If pay is contingent on work to be rendered and the appointee is unable to provide that work due to COVID-19-related criteria covered under President Napolitano's Executive Order, then Paid Administrative Leave may be provided for work not finished based on a daily or hourly rate not to exceed 128 hours (16 days) and not to exceed the pay amount established in the terms of the employment agreement. Locations should calculate an hourly or daily rate based on the dollar amount and duration of the employment agreement. *Added 3/20/20*
12. For employees who do not report time, locations must keep a record of Paid Administrative Leave taken until a central mechanism can be established. Tracking is required for University, federal, and state audit purposes. *Added 3/20/20*

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