

INFORMATION REGARDING TAKING A LEAVE

Within the Absence from Work policy, PPSM 2.210 may be utilized on behalf of eligible PSS and MSP employees who are impacted by this crisis. SMG employees seeking leave should refer to PPSM II - 46 (Administrative Leaves with Pay). Employees covered by a collective bargaining agreement (CBA) should review the leave provisions within their respective CBA.

Consistent with PPSM policy, an employee should inform his or her supervisor as far in advance as possible of the need to take time. As the need to take leave under these very difficult circumstances is unforeseeable, an employee should inform his or her supervisor as soon as practicable of the need for leave. Employees must comply with all local procedures concerning notice requirements and any supporting documentation.

Administrative Leave for Emergencies (PPSM 2.210.III.F.1)

The Chancellor may grant administrative leaves with pay for a specified duration due to natural or other emergencies, or an employee may request unpaid leave for that purpose.

In addition, an employee with special skills (e.g., medical personnel, scientific and technical personnel, environmental health and safety personnel) who is a member of a University-sponsored response team to assist with relief efforts associated with a state-declared or federally-declared disaster may be granted administrative leave with pay for the duration of the assignment. An employee who wishes to participate in a non UC-sponsored emergency response team may be granted leave with pay depending on the circumstances.

In these circumstances, to be eligible, an employee must be scheduled to work and not on paid or unpaid leave on the day(s) of the emergency; the employee must coordinate leave requests with his/her supervisor and the coordinator at the location handling emergency response requests and issues.

These administrative leave provisions do not require approval by UCOP – the authorization of paid administrative leave as outlined within policy is a local determination. For consistency in implementation, we recommend that a location outline any additional eligibility requirements and specify the amount of paid leave the location will provide on behalf of an impacted employee.

Vacation Leave (PPSM 2.210.III.B.6)

An employee may request the use of accrued vacation leave. Vacation leave must be approved by the employee's immediate supervisor.

Sick Leave (PPSM 2.210.III.C.6)

An employee may use sick leave for Family and Medical Leave to care for a spouse, domestic partner, child, or parent with a serious health condition for up to 12 workweeks. An employee may also use up to 30 days of sick leave in a calendar year to attend to or care for ill family members that are not designated as family members for purposes of Family and Medical Leave, such as grandparents, grandchildren, step-relatives, in-laws, and relatives by adoption. Before using sick leave, an employee may be required to provide notice for the leave as soon as possible, and submit satisfactory proof of the illness in the family.

Personal Leave (PPSM 2.210.III.D.11)

A career employee may request unpaid leave in accordance with local guidelines.

Local Catastrophic Leave Sharing Programs (PPSM 2.210.III.B.10)

Locations may consider highlighting existing catastrophic leave donation programs to facilitate vacation donations on behalf of impacted employees who have exhausted paid leave. In local guidelines, a location could consider allowing donations on behalf of employees who have not yet exhausted leave if the leave bank will be exhausted during the time spent responding to the emergency circumstance. For consistency with the intent of the program, a location should consider including language stating that any excess leave not needed by the recipient employee should be returned to the donor employee.

Benefit considerations (PPSM 2.210.III.A.6)

Generally, an employee granted a leave with pay will continue to receive all benefits related to employment. Special limitations or requirements that apply to certain types of leaves are addressed in the provisions specific to those leaves. An employee on an approved unpaid leave will receive health plan and retirement plan coverage in accordance with the group insurance and retirement system regulations. Employees should consult with the local Benefits office for more information on the continuation of benefits during a leave.