**COVID-19 STAFF LEAVE AND PAY FLOWCHART**

**REGULAR PAY STATUS**
Submit timesheets (TRS) as normal or "REG" earn code (or other appropriate).

Employees are expected to work to the fullest extent that they can, whether working onsite, telecommuting (telework), or redeployed to another position.

**UNIVERSITY OF CALIFORNIA’S COVID-19 PAID ADMINISTRATIVE LEAVE (PAL) **
Up to 128 hours; the number of hours for employees who work less than full time shall be prorated according to the percent of the appointment. PAL must be used by 06/30/21. Report time (TRS) as "Paid Leave (COVID19)" or "COVID 19" earn code.

- Employee’s own COVID-19-related illness or that of a family member
- Employee directed not to come to work for COVID-19 related reasons and it’s not operationally feasible to work remotely
- Employee has been ordered to “shelter in place” and it’s not operationally feasible to work remotely
- COVID-19 related school/daycare closure requires employee to be home with child/dependent and it’s not operationally feasible to work remotely

* Use shall not adversely affect the delivery of essential University services.

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)**
Up to 80 hours job-protected Emergency Paid Sick Leave (EPSL) for full-time employees (non-exempt use in 1-hour increments; exempt use in one day increments). Up to 12 workweeks of job-protected Expanded Family & Medical Leave (EFML) for eligible employees, including up to 10 workweeks of paid EFML s taken in 2-week blocks, but may be taken for shorter period if place of care has alternate schedule due to COVID. Use EPSL and/or EFML forms to request. EPSL and EFML must be used by 6/30/21. Report time (TRS) as either "Emerg EE" (self), "Emerg FM" (family), or "Exp FM" (EFML).

- (1) Subject to quarantine or isolation order related to COVID-19 (EPSL)
- (2) Advised by health care provider to self-quarantine due to concerns related to COVID-19 (EPSL)
- (3) Experiencing COVID-19 symptoms and seeking medical diagnosis from a health care provider (EPSL)
- (4) Caring for an individual subject to quarantine or isolation order or who has been advised by health care provider to self-quarantine due to concerns related to COVID-19 (EPSL)**
- (5) Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19 precautions (EPSL and EFML)**
- (6) Experiencing substantially-similar condition as specified by U.S. Department of Health and Human Services (EPSL)

**AND/OR**
Employees eligible for both FFCRA and UC COVID-19 paid admin leave may elect the order to use the paid leave hours

Please note: Refer to applicable policy or collective bargaining agreement for when employees may use accrued sick or vacation for any leave not related to COVID-19 (e.g. non-COVID-19 illness, care of family member due to non-COVID-19 illness, or regular vacation)

Above information does not address employees excluded from the workplace due to COVID-19. Refer to your local HR representative for guidance.