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.

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**UNIVERSITY OF CALIFORNIA’S EMERGENCY PAID SICK LEAVE (EPSL)**

Up to 80 hours Emergency Paid Sick Leave (EPSL) for full-time employees (non-exempt use in 1-hour increments; exempt use in one day increments). Use EPSL Request Form for pre-approval. EPSL must be used by 9/30/21.

**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.

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**If unable to work or telecommute (telework), see the two options below**

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**UNIVERSITY OF CALIFORNIA’S EMERGENCY PAID SICK LEAVE (EPSL)**

- (1) Subject to quarantine or isolation order related to COVID-19
- (2) Advised by health care provider to self-quarantine due to concerns related to COVID-19
- (3) (a) Experiencing COVID-19 symptoms and seeking medical diagnosis from a health care provider; (b) Exposed to COVID-19 and is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19; (c) University requested employee to obtain a diagnostic test for, or a medical diagnosis of, COVID-19, and the employee is seeking or awaiting those results; (d) Obtaining immunization related to COVID-19; or (e) Recovering from injury, disability, illness, or condition related to obtaining COVID-19 immunization.
- (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
- (5) Caring for child whose school/place of care is closed or child care provider unavailable due to COVID-19 precautions
- (6) Experiencing substantially-similar condition as specified by U.S. Department of Health and Human Services

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**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 6/30/21. Report time (TRS) as "Paid Leave (COVID19)" or "COVID 19" earn code.

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Note: Following applies to staff only; academic appointees refer to https://ap.uci.edu/covid_19