

COVID-19: Leave and Pay Status for Employees

Emergency Leave Provision

Overview

University of California President Janet Napolitano issued an executive order in response to the critical steps that need to be taken to limit the exposure of members of UC's community to COVID-19 and to assure the continued functioning of critical operations, including most particularly the health systems that we will rely on to meet the challenge posed by COVID-19. This executive order provides paid administrative leave to employees, when applicable.

For a matrix displaying these guidelines, refer to <https://hr.uci.edu/disaster-relief/files/uci-public-health-emergency-leave-information-matrix.pdf>

Paid Administrative Leave

Effective immediately, employees will be eligible to receive up to 128 hours paid administrative leave in order to cope with the impact of the COVID-19 pandemic. This paid administrative leave may only be used under the circumstances provided below and must be pre-approved by the appropriate supervisor.

The paid administrative leave provided shall not adversely affect the delivery of essential university services, including, in particular, the clinical services delivered by UCI Health.

The allocation for employees with less than full time appointments shall be prorated based on appointment percentage. For example, if an employee is appointed at 50% time, they will be eligible for only 64 hours.

The 128 hour allotment may be used consecutively in one block or incrementally. All hours must be used by December 31, 2020, or the allotment shall expire. Paid administrative leave may be used in hourly increments for non-exempt staff and 8-hour increments for exempt staff. The hours may be used at any time during the period of this Executive Order, including intermittently, either before or after the use of any accrued leave or other paid leave, at the request of the employee, with approval from the supervisor.

Employees eligible for the paid administrative leave include career, contract, limited, temporary, and casual/restricted (student).

Application of Paid Administrative Leave

All uses of paid administrative leave require pre-approval by the supervisor. Failure to obtain pre-approval from the supervisor may result in use of leave accruals (such as sick, PTO-sick, vacation, and other leave).

Supervisors must give special consideration when approving paid leave for essential employees, as the paid administrative leave provided shall not adversely affect the delivery of essential university services.

The paid administrative leave hours may be pre-approved by their supervisor under the following circumstances:

- When an employee is unable to work due to the employee's own COVID-19-related illness or that of a family member;
- 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 work site has implemented a COVID-19-related remote-work program and it is not operationally feasible for the employee to work remotely;
- When an employee is unable to work because a COVID-19-related school or daycare/eldercare 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.

After exhausting the 128 hours of paid administrative leave, employees may use their leave accruals (such as sick, PTO-sick, vacation, or other leave).