



OFFICE OF THE PRESIDENT  
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Oakland, California 94607-5200

March 9, 2020

## CHANCELLORS

**DIRECTOR – LAWRENCE BERKELEY NATIONAL LABORATORY**  
**VICE PRESIDENT – AGRICULTURE AND NATURAL RESOURCES**

*RE: Novel Coronavirus 2019 (COVID-19) Paid Leave and Remote Work Provisions*

The University continues to closely monitor the ongoing Novel Coronavirus 2019 (COVID-19) outbreak. The health and well-being of our community remains our number one priority. In response to the COVID-19 outbreak the University is enacting the following temporary emergency actions:

- Employees unable to work due to their own or a family member's COVID-19 illness should use available leave balances (e.g. sick leave, PTO-sick, or other accrued leave), and if there are no available leave balances the University will provide up to 14 days paid administrative leave to cover the absence.
- Employees unable to come to work due to public health or University-required quarantine or self-isolation measures may work remotely if operationally feasible. If remote work is not operationally feasible, employees should use available leave balances, and if there are no available leave balances the University will provide up to 14 days paid administrative leave to cover the absence.
- Employees unable to come to work due to a COVID-19 day care or school closure that requires them to be home with their child may work remotely if operationally feasible; if remote work is not operationally feasible, employees may use available leave balances including sick leave.
- Locations may designate certain employees to work from home. If employees are designated to work from home, it will be considered paid work status. Employees in positions who are directed **not** to come to work by the University and are unable to work from home due to the nature of their work (as determined by the location) may be allowed up to 14 days of paid administrative leave. Locations may determine which positions to designate, provided that all health care workers are considered exempt from this category of designation.
- Academic appointees who do not accrue sick and/or vacation leave and who are not otherwise eligible for paid medical leave under applicable provisions of the Academic Personnel Manual will receive up to 14 days paid administrative leave to cover absences as described above.

These measures are subject to change as the situation evolves, such as if the need to extend the availability of paid administrative leave becomes necessary. Additional information regarding applicable leave provisions may be found within the [Absence from Work policy \(PPSM 2.210\)](#) that apply to eligible policy-covered staff employees (SMG, MSP and PSS), including probationary employees, who are impacted by this crisis. Additional information regarding applicable leave provisions for policy-covered academic appointees may be found within the [700 Series of the](#)

Academic Personnel Manual (APM). Employees covered by a collective bargaining agreement (CBA) should review the leave provisions in their respective CBA.

### **Local Catastrophic Leave Sharing Programs**

Locations may consider highlighting existing catastrophic leave donation programs, if applicable, to facilitate vacation donations on behalf of impacted employees who have exhausted paid leave. For policy-covered staff employees, please see PPSM 2.210.III.B.10.

### **Benefit Considerations**

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 in the policy. For policy-covered staff employees, please see PPSM 2.210.III.A.6. For policy-covered academic appointees, please see the 700 Series of the APM. Employees covered by a CBA should review the leave provisions in their respective CBA. Employees should consult their local Benefits office for more information on the continuation of benefits during a leave.

If you have any questions about these leave provisions, please contact:  
For policy-covered staff employees, please contact your local Human Resources Office.  
For academic appointees, please contact your local Academic Personnel Office.

Thank you for your cooperation and support in keeping our UC community safe.

Sincerely,



Cheryl Lloyd  
Acting Vice President  
Systemwide Human Resources



Susan Carlson  
Vice Provost  
Academic Personnel and Programs

cc: President Napolitano  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief of Staff Nava  
UCOP Division Leaders  
Chief Policy Advisor Kao  
Chief Strategy Officer Nelson  
Academic Senate Chair Bhavnani