Paid administrative leave related to COVID-19 pandemic

On March 16, President Napolitano issued updated guidance outlining expanded paid administrative leave to address the extraordinary demands placed on UC employees due to impacts related to COVID-19 on themselves and their family members. The executive order makes all employees eligible to receive a one-time allotment of up to 128 hours of paid administrative leave to be used no later than December 31, 2020 based on certain conditions.

The paid administrative leave hours may be used by UC ANR employees who are unable to work due to COVID-19, including:

1. When the employee is unable to work because the employee or a family member has a COVID-19 related illness.

2. When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons (including shelter in place orders) and it is not operationally feasible for the employee to work remotely.

   o UCANR is highly encouraging finding creative ways to allow employees to work remotely wherever possible.

   o When an employee is unable to work from home due to operational feasibility, the supervisor/director must notify HR. Please email both Jodi Rosenbaum (jrosenbaum@ucanr.edu) and Bethanie Brown (brbbrown@ucanr.edu) with the employee's name, your location and a general statement about the operational needs **prior** to placing the employee on leave.

3. When an employee is unable to work because of a COVID-19 related school or daycare closure that requires the employee to be at home with a child or dependent.

Following are answers to frequently asked questions (FAQs) related to the special paid administrative leave program for UC ANR. This document is subject to change.

If you have questions that are not addressed in the FAQs, please contact Jodi Rosenbaum (jrosenbaum@ucanr.edu) or Bethanie Brown (brbbrown@ucanr.edu).

Paid Administrative Leave - Frequently Asked Questions (REVISED 3/23/2020)

1. **What populations of employees are eligible?**

All paid employee populations are eligible. This includes academic, staff and student employees regardless of whether they are represented or non-represented (policy-covered), exempt or non-exempt.

2. **My employee is less than full time, are they eligible?**

Yes, the allocation for employees with less than full time appointments shall be prorated.   For variable appointees Payroll and HR are coordinating to determine the pro rata entitlement. This will be based on the last four biweekly pay periods, or, for monthly employees, the last two full months of actual time worked. (Revised 3/23/20)

3. **Does this administrative leave have to be taken all at once or can it be spread out?**

The 128 hour allotment may be used consecutively in one block or intermittently during the effective period. Non-Exempt employees may take time in less than 8 hour increments per day as per their current arrangement. Exempt employees are under discussion.

4. **Who is authorized to approve the administrative leave?**

Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall collaborate with their director (and statewide program directors where appropriate) for determining whether to grant the administrative leave.

If it is due to the employee being unable to work remotely, please notify HR prior to placing the employee on leave.

HR is ensuring compliance with the paid leave provisions and ensuring compliance with non-represented (policy-covered) and represented agreements. Individual situations vary but in some cases the employee may have additional protections or rights to work.

5. **How does the director/supervisor make the determination?**

In making the determination as to whether to grant the leave, directors/supervisors must take into account the operational needs of UC ANR. UC ANR encourages supervisors to find creative solutions to enable employees to work from home.

6. **What if the employee runs out of paid administrative leave time?**

Employees may use accrued sick, vacation or paid time after exhausting paid administrative leave.

7. **Does the employee have to utilize their personal leave balances prior to using the administrative leave?**

No. Per the executive order, paid administrative leave may be used prior to usage of accrued leave.

8. **Does this apply regardless of fund source?**

Yes, this applies regardless of fund source. We are reviewing the impact and will communicate further when more information is available.

9. **How does this impact employees either on sabbatical or preparing for sabbatical?**

Situations involving sabbatical leave will be reviewed on a case-by-case basis. Please consult with Tina Jordan, tljordan@ucanr.edu, Academic HR Manager.

10. **Is administrative leave available for unpaid or without salary employees?**

No, this program is for paid employees.

11. **Will an employee who does not use their full administrative leave balances be eligible to collect those hours upon separation?**

No.

12. **Is an employee who separates from University employment and is rehired prior to the expiration date of the Executive Order eligible for administrative paid leave?**

The employee's eligibility for paid administrative leave will be evaluated, please contact HR.

13. **Are new employees eligible for this program?**

Yes, employees hired after March 16, 2020 are still eligible for the program

14. **If I have employees in another Business Unit (such as OP or UCR) do these practices apply**

For ANR employees housed in another Business Unit, such as UCOP or UCR employees, please use their local procedures.

15. **How will supervisors track this administrative leave time?**

UC ANR has added a new Time Reporting System (TRS) dropdown menu item, "Paid Leave (COVID19)," to report paid administrative leave taken to cope with the impact of the COVID-19 pandemic. (Revised 3/23/20)

16. **What is the end date of this program?**

Subject to the University's ongoing operational needs, the paid administrative leave provided pursuant to the Executive Order must be used no later than December 31, 2020.

17. **Where can I find more information about Telecommuting and Remote Work at UCANR?**

Please visit **Telecommute / Remote Work Guidance** for tips and tools.

18. Where can I find more information about COVID-19 at UCANR?

The ANR COVID-19 website continues to be updated: http://ucanr.edu/covid19.

19. For exempt employees (who do not track hours worked), does the administrative leave have to be taken in 8-hour increments? (Question added 3/23/20)

Yes, consistent with time-reporting procedures, exempt (monthly-paid) employees must report administrative leave in TRS in 8-hour increments.