

**Subject:** [mmgst] Change in paid administrative leave policy

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**From:** mmgst-request@ucdavis.edu on behalf of Eva Jakab

**To:** mmgf Sympa List, Jodi Nunnari, mmgem Sympa List, mmggs Sympa List, mmgjs Sympa List, mmglec Sympa List, mmglst Sympa List, mmgpd Sympa List, mmgps\_r Sympa List, mmgst Sympa List

Dear All,

This is to inform you that there is an update to the Paid Leave of the Policy section of our 20203-16 communication. The [UCOP Executive Order](#) issued yesterday provides a more generous leave, **128 hours paid leave related to COVID-19**.

**Employees who need to use this paid administrative leave shall request it from their immediate supervisor who shall be responsible for determining whether to grant the administrative leave.**

**We are revising the Paid leave Policy section of our communication to reflect the new policy as follows:**

In response to the current state of emergency the University is providing employees a one-time allotment of up to 128 hours of paid administrative leave. There are eligibility requirements outlined in the [UCOP Executive Order](#) and sufficient verifiable documentation is required.

***Effective immediately, employees are eligible to receive up to 128 hours of paid administrative leave in order to cope with the impact of the COVID-19 pandemic.***

This COVID-19 Emergency Administrative Leave (EAL) may only be used for the following reasons all of **which relate to COVID-19**:

- When the employee is unable to work because the employee or a family members has a COVID-19 related illness.
- When an employee is unable to work because the employee has been directed not to come to work for COVID-19 related reasons and it is not operationally feasible for

the employee to work remotely.

- 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 and is not able to work remotely.
- When an employee has been ordered by a local, state or federal authority to “shelter in place” and is not able to work remotely.

**Application:**

- The 128-hour allotment may be used consecutively in one block or incrementally.
- The paid administrative leave may be used prior to usage of accrued leave.
- The allocation for employees with less than full time appointments shall be prorated based on appointment percentage.
- Approval of EAL is subject to operational needs (e.g. to maintain proper staffing ratios and meet the needs of our patients).
- Employees may still use accrued sick, vacation or paid time off in order to address their own illness or the serious medical condition of a family member.
- 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.

Eva